

Dear Work-Study Supervisors and Students,

First, we hope that you and your families are safe and well.

Second, I write to let you know that Student Financial Services (SFS) has been working with others across Grounds to develop a plan to address the concerns of work-study students and their supervisors, all of whom may rightly wonder about this spring’s work-study program in light of students being urged to leave Grounds.

To the extent possible, we are looking to minimize the potential negative impacts for both work-study students and their supervisors, even amidst the recent student exodus. Below is the work-study process effective today through the end of the spring term. It *includes* the biweekly pay period beginning March 16<sup>th</sup>, ending March 29<sup>th</sup>, and being paid out on April 3<sup>rd</sup>:

| For a student who...  | Has a Spring 2020 work-study award/allocation with SFS... | Earned wages in <i>this</i> FWS job from 1/6/2020 to 3/11/2020... | Is working... | Will the student be paid? | Timesheet submission required?  |
|---|---|---|---------------|---------------------------|---------------------------------|
| CANNOT work remotely  | Yes   | Yes   | No            | Yes                       | No. Will be paid a flat amount. |
| Works remotely  | Yes   | Yes   | Yes           | Yes                       | Yes. Enter hours worked.        |
| Has an FWS award and is <i>newly hired</i> into a job, working remotely | Yes   | No  | Yes           | Yes                       | Yes. Enter hours worked.        |

**For both undergraduate and graduate work study students, only remote work is possible.** Due to concerns for student and staff health and safety, students may not be compelled, and are not allowed, to work on Grounds while the University’s operating schedule is modified due to COVID-19. However, remote work should only be offered in situations in which supervisors believe that

- Work CAN be accomplished remotely and
- The supervisor has the means to ensure that work is being completed as reported, with submitted hours accurately reflecting work performed.

Whether in Charlottesville or not – working either remotely or not at all – students will continue to be paid biweekly:

- For those FWS students who are *able* to work remotely, we will issue pay based on actual work hours submitted in Workday, as usual.

- For those FWS students *unable* to work remotely, we will issue pay based on that student's individual, average earnings for this year. No need in this case for student or supervisor to submit a time sheet, as the process will be handled automatically, by Payroll Services.

**In both cases, total earnings for 2019-2020 will not be allowed to exceed the amount of the student's FWS award; and 20 hours a week remains the limit for hours worked while classes are in session.** As before, departments will be asked to contribute 25% of a student's pay, with FWS funds making up the remainder.

**These instructions are for *work-study* students and supervisors only.**

If you have any questions about the above information or about FWS work or earnings for the remainder of the term, please contact us as follows:

FWS Students: [sfs@virginia.edu](mailto:sfs@virginia.edu)

FWS Supervisors: [uvaworkstudy@virginia.edu](mailto:uvaworkstudy@virginia.edu)

Thanks in advance for your assistance during this unprecedented time in the University's history.

All best wishes,

Scott Miller  
Director, Financial Aid  
Student Financial Services