Dear Student Employee Supervisors,

As the Coronavirus Crisis Management evolves at Canisius, and with the Academic Continuance Plan scheduled to begin March 23, I am writing to provide you with an update on Student Employment concerns. Below is information regarding each student employment program, but as a general policy, a vast majority of students should not be working during the Academic Continuance period. If an exception needs to be made and approval granted, the student should work remotely whenever possible.

**Student Federal Work Study (FWS):** The federal government has provided some guidance on the use of Federal Work Study funds while we are in a period of on-line education. Students receiving Federal Work Study (a financial need based program) will be at a disadvantage in meeting their educational expenses without these funds. Therefore, we are authorized to pay students a wage during our period of on-line education. We will calculate an average of the weekly earnings that each student has worked this semester and continue to pay them a weekly wage based upon this average until the on-line education period ends or they reach their award limit. Please follow the timetable below to ensure that your students are paid appropriately:

If a FWS student is currently working this week, March 14 - March 20, an on-line timesheet must be submitted on Friday, March 20 by 11:30 pm for hours worked.

As of Saturday, March 21, federal Work Study students may not work until at least April 13, the current end to the Academic Continuance Plan. If this is extended until the end of the term, you will receive further instructions. During this period, students will be paid by the Payroll Office with assistance from Student Financial Services. **No timesheets will be necessary.** If the student is not set-up for direct deposit, checks will be mailed to the mailing address on file.

**Student Griffin Employment:** The above policy also applies to those students funded through the Griffin Employment Program.

**CEEP students:** Students may continue to work on their individual projects while we are on Academic Continuance. We encourage remote activities whenever possible. Students can receive payment for the time worked.

**Students Paid by Departmental Budgets:** We strongly discourage students working while the Academic Continuance Plan is in place (on-line education period) unless they are needed to complete essential functions of the department (e.g. tutoring). If approval is granted by a Vice President, completed and approved timesheets are required.

**Graduate Assistants:** We strongly discourage students working while the Academic Continuance Plan is in place (on-line education period) unless they are needed to complete essential functions of the department (e.g. mentoring). If approval is granted by a Vice President, completed and approved timesheets are required.

Thank you,
Kevin Smith
Assistant VP & Director
Student Records & Financial Services