

**From:** [Student Employment Office](#)  
**To:** [Abati, Heather](#)  
**Subject:** Fw: SEO & COVID-19  
**Date:** Thursday, March 19, 2020 8:27:30 AM

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**From:** Student Employment <student.employment@message.yale.edu>  
**Sent:** Wednesday, March 18, 2020 4:16 PM  
**To:** Student Employment Office <student.employment@yale.edu>  
**Subject:** SEO & COVID-19

# Student Employment Office

March 18, 2020

**To:** Supervisors of students employed in on-campus jobs  
**From:** Student Employment Office

As Dean Marvin Chun has stated in a message to Yale College students, Yale is committed to helping students maintain their student job income for the remainder of the spring semester. The Provost has confirmed that this same commitment applies to students in Yale's graduate and professional schools. Some student jobs can be performed remotely. For those jobs that cannot be performed remotely, or for which the work is no longer needed, we are asking supervisors to continue to pay student employees in accordance with their preset schedule or in line with the hours they worked before spring break.

In response to questions from supervisors, we provide the following guidelines for your current student employees.

- If a student can work remotely and chooses to do so, they should continue to enter their actual hours worked in the appropriate timesheet. The number of hours worked per week should not exceed the average number of hours per week that the student worked during the first eight weeks of spring semester (January 12 through March 7).
- If the work performed by a student on campus prior to spring break is no longer needed or cannot be performed remotely, the Supervisor should calculate an approved number of hours per week. The Supervisor will inform the student of the number of hours that have been approved for payment and the student will enter that number of hours in the weekly timesheet.
- The number of approved hours should be equal to the average number of hours per week the student worked during the first eight weeks of the spring semester (January

12 through March 7).

- A department must receive permission from the Student Employment Office before hiring additional student employees to perform work remotely. Departments should first attempt to use current student employees for this work. Students will be paid for hours actually worked.

### Student Employment Processes

- Payment for all student hourly jobs will only be processed weekly via TimeSheetX.
  - Students must enter their hours and Supervisors must approve the timesheets, as usual, in order for students to be paid.
- One-time payments or additional payments are not allowed for the payment of student wages.
- Any new student hire who has not completed a Federal I-9 must contact an I-9 Center to receive a letter for remote processing.
  - The Welcome Center at 221 Whitney Ave will be open for I-9 processing daily, 9-1.
- The 19-hour-per-week limit (10 hours for Graduate School students) is still in effect.
  - Exceptions to the 19-hour limit will be reviewed on a case-by-case basis.
- Student Payment
  - Direct Deposit will continue as it does today. Student employees should be encouraged to use Direct Deposit.
  - For student employees who do not use Direct Deposit, paychecks will be mailed to their Home/Tax address as listed in Workday. For most students this is their Permanent Address as listed in Banner.

Please let us know if you have additional questions, and we will update the guidelines as appropriate.



**Student Employment Office | 246 Church Street, Suite 201**

**Hours of Operation: Monday-Friday 8:30am-4:30pm**

**Office: (203) 432-0167 | Fax: (203) 432-8111**

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