Dear University of Maine Student Employees,

Thank you for your patience as UMaine works toward finalizing procedures in regards to federal work-study funded student employees who are being adversely impacted by the inability to work this semester because of the COVID-19 crisis.

Our campus has developed a plan to ensure that federal work-study funded student employees are still able to meet their needs through the means of a paycheck if their ability to continue working has been halted. This applies to any federal work-study funded student employee who meets all of the following criteria:

1. You are a student employee, and had been actively working in the spring semester of 2020,
2. Your employment was federal work-study funded, and
3. You are unable to return to, or continue with, work due to COVID-19 related closures.

* Please note that if your supervisor has provided you with the opportunity for remote work, you are expected to continue. These guidelines are aimed at supporting those whose jobs have closed entirely, leaving them with no projected income.

Your payments for the remaining pay periods of the spring 2020 semester will be based on average hours calculated by evaluating actual hours worked and approved by the supervisor for the 6 week period from January 26, 2020 until March 7, 2020. Payments will be issued bi-weekly until the student’s federal work-study award has been depleted, or until the academic year is over - whichever occurs first.

Kindly note that based upon federal guidelines and institutional policy, students must maintain a minimum of half-time enrollment (6 credits for undergraduate students and 3 credits for graduate students) during the spring term in order to continue to be eligible for federal work-study funding.

The only action necessary at this time is to ensure that all of your worked hours, up until March 21, 2020, have been entered into your Employee Self-Service Center on MaineStreet. You should not enter any time into MaineStreet after this date if you are no longer actively working at your on-campus job.

Further details on paycheck information and distribution will be released as soon as it is available. In the meantime, please sign up for Direct Deposit on your Employee Self-Service Center if you have not done so already.

We encourage you to contact our office with any questions regarding this; we are readily available by email at student.employ@maine.edu. Please make sure to contact us from your @maine.edu email so that we are able to provide information specific to you and your concerns!

Thank you for your patience and cooperation,
Office of Student Employment