Dear University of Maine Student Employees,

Thank you for your patience as the University of Maine works towards generating procedures to address on-campus student employment on our campus for the remainder of the spring 2020 semester.

As a result of COVID-19, our campus plans to assist you, as student employees, to be able to meet your needs if your ability to continue working has been halted or reduced. This applies to any student employee who meets all of the following criteria:

1. You are an undergraduate or graduate, hourly-paid student employee, and had been actively working in the spring 2020 semester,
2. Your employment was department funded, and
3. You are unable to return to continue with, or have experienced a reduction in work due to COVID-19 related closures during the period March 15, 2020 to April 4, 2020.

*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 student employment payment for March 15, 2020 to April 4, 2020 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.

**Based on this average, the student will receive a one-time payment for the period of March 15, 2020 to April 4, 2020.** If a student employee has worked during this period, actual hours worked will be subtracted from the established weekly average hours for the purpose of determining the remaining payable earnings. This remaining payable amount is the **one-time payment** that the student will receive in the April 10, 2020 paycheck.

**The only action necessary from you is to ensure that all of your worked hours, up until today, have been entered into your Employee Self-Service Center on MaineStreet. You should not enter any time moving forward 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