Procedure: Student Income Continuation

Effective Date: April 1, 2020

Last Revised:

Procedure Owner: University of Wisconsin System Human Resources (UWSHR), Director of Talent Management and Human Resources

Scope: UW System Administration (UWSA) Student Hourly Employees, including UW-Extended Campus (UWEX) and UW Shared Services (UWSS)

Frequency: One-time

Priority Level: High

I. PROCEDURE PURPOSE:

Income continuation allows UW System Administration, UW-Extended Campus, and UW Shared Services to continue paying Student Hourly staff, employment classification SH, who were actively working in student jobs prior to the adjustment in operations. The purpose of the UW System Administration (UWSA) Student Income Continuation Procedure is to define the eligibility for lump sum income continuation for Student Hourly employees and to outline the procedure for processing the request.

II. PROCEDURE BACKGROUND:

The March 31, 2020 memo from President Ray Cross indicated that all UW System institutions will provide a one-time continuation payment to all active student hourly workers as determined by the institution.

III. DISTRIBUTION PROCEDURE:

Student Income Continuation payments will be made one-time to all eligible Student Hourly employees in the check dated April 23, 2020. Disbursement will be made using the payroll information on record (direct deposit or pay card).
IV. **ELIGIBILITY:**

As operations were disrupted over the month of March 2020, the effective date of adjustment in operations for the purposes of these guidelines is the pay period beginning March 15, 2020.¹

A. **Student Hourly Employees Eligible**

To be eligible for the student income continuation, the student must meet all of the following criteria:

1. Have an active employee record with UW System Administration
2. Was expected to work after March 15, 2020, except for the adjustment in operations and did not have an end date on or before March 31, 2020
3. Received pay in any of the pay periods since February 2, 2020
4. Be unable to work or had their hours reduced as a result of the adjustment in operations
   
   (1) Hours reduction is determined by current hours working compared to average hours worked from February 2, 2020 to March 14, 2020.
   
   (2) A variance of greater the 15% below average is considered eligible.

B. **Student Hourly Employees Not Eligible**

The following Student Hourly employees are not eligible for Student Income Continuation because they do not meet the criteria above.

1. Student Hourly employees who have active employee records and did not receive pay in any pay period since February 2, 2020.
2. Student Hourly employees who have active employee records and received pay in one or more pay periods since February 2, 2020 but did not have an expectation to work past March 15, 2020.
3. Student Hourly employees who have active employee records and received pay in one or more pay periods since February 2, 2020 and had an end date on or before March 31, 2020.
4. Student Hourly employees who are still working and did not experience a reduction in hours as a result of the adjustment in operations.

V. **Student Income Continuation Calculation**

Eligible Student Hourly employees will receive a lump sum payment equivalent of two weeks of pay based on their average hours worked from February 2, 2020 through March 14, 2020 at their current regular rate to be paid on checks dated April 23, 2020.

VI. **Student Hourly Employment Status**

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¹ On March 17, 2020, UW-Madison, who supplies most of our Student Hourly help, announced their intention to move to alternate delivery of classes and encouraged those students who traveled away from Madison for Spring Break to continue the semester from their permanent residence for the rest of the spring semester on March 17, 2020.
Procedure: 2019-20 Pay Plan Distribution Procedures

A. Student Hourly employees who have active employee records and did not receive pay in any pay period since February 2, 2020 will be terminated as of the last day of the week in which they recorded hours.

B. Student Hourly employees who have active employee records and received pay in one or more pay periods since February 2, 2020 but did not have an expectation to work past March 15, 2020 will be terminated as of the last day of the week in which they recorded hours.

C. Student Hourly employees eligible for income continuation who are unable to work will be terminated as of April 18, 2020.

D. Student Hourly employees who are still working will remain active and continue to work as needed and as able by their immediate supervisor, whether they are eligible for income continuation or not.

VII. Proposed Process

A. HR Partners validate Student Hourly Status with direct managers by 3:00 PM on April 10, 2020.

B. HR Partners submit Student Hourly data to UW System Human Resources by close of business on April 10, 2020.

C. UW System Human Resources creates upload for payment and communicates expected financial impact to Cabinet.

D. Upload provided to UW Shared Services on Monday, April 13, 2020 for entry into HRS and payroll processing the week of April 13, 2020.

E. UW System Human Resources creates list for terminations to be processed by Friday, April 17, 2020.

F. UW Shared Services processes terminations the week of April 20, 2020 with appropriate effective dates.

VIII. PROCEDURE RESOURCES, RELATED POLICY DOCUMENTS, AND CONTACTS:

March 31, 2020 memo from President Ray Cross