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Student Employment_COVID-19 FAQ Webpage

University of Maine Student Employment

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Repository Citation

University of Maine Student Employment, "Student Employment_COVID-19 FAQ Webpage" (2020). *Student Employment*. 1.

https://digitalcommons.library.umaine.edu/c19_studentempl/1

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Student Employment

Home For Students For Employers Events & Programs Contact Us



Our office will be closing at 4:30PM on Wednesday, 3/18.

If you are looking to complete your I-9, please make an appointment with the Orono Payroll office (located in Corbett Hall on campus) by emailing them at payroll@maine.edu.

Any physical paychecks will be mailed directly to the address listed on your Employee Self-Service Center.

Our office staff will be available remotely. The best way to reach our office with questions is by emailing us at student.employ@maine.edu, or by sending us a message/ chatting with us using the chat box at the bottom of your screen. We will respond as soon as possible!

Any documents you need to upload can be done so [here](#).



Student Employment

Search...



Quicklinks

Coronavirus (COVID-19) Student Employment FAQs

In accordance with the most recent announcement by the University of Maine and the University of Maine System, UMaine Student Employment is committed to providing as much information to help students and families understand any potential impacts. Additional information regarding the mandate for residential students to vacate campus and the transition of all courses to online modalities can be viewed at <https://umaine.edu/emergency/coronavirus/>.

Should graduate research assistants and graduate teaching assistants continue to report to work like other university employees?

Graduate research and teaching assistants should communicate with their supervisors for further direction on remote work accommodations. (updated 3/18/2020 3:25pm)

Will I continue to be paid Federal Work-Study?

UMS is implementing a plan to continue paying Federal Work Study students who have been actively employed in the last 6 weeks AND who are not able to work via remote arrangements.

Effective March 22, the next pay period start date, campuses of the University of Maine System will use an allowable method to pay qualifying Federal Work Study students. Payment(s) will be processed via payroll in partnership with the Financial Aid Office for the final three full pay periods of the spring semester. Based on your earnings history, you may not reach the allowable maximum. In no case can a student's earnings exceed the maximum allowable offer.

This provision, allowable by the U.S. Department of Education, is being exercised in the University of Maine System in order to provide relief to qualifying Federal Work Study students who are engaged in online classes this spring. Kindly note that based upon federal guidelines and institutional policy, federal funding will cease when a student drops below 6 credit hours or if the entire award allotment has been earned.

Leave a message

Please note this information is subject to change pending additional guidance from the US Department of Education.

Students are strongly encouraged to [follow these instructions](#) to receive pay via direct deposit if you have not already done so.

I did not set up direct deposit and I'm unsure where my paychecks are going to go now that your office is closed. What do I do/ what is happening with my future paychecks?

Please visit [this link](#) for more information regarding paycheck distribution! We also strongly urge you to set up Direct Deposit in your Employee Self-Service as soon as possible. The University has temporarily waived the prenote process, so your Direct Deposit should be active for the next Payroll cycle if completed in time.

I need to complete the I-9 or other required tax paperwork, but your office is closed. Where do I go?

You can complete your I-9 and all other related tax documents at the Payroll Office, which remains open. You will need to make an appointment with them beforehand by emailing them at payroll@maine.edu. They are located in Corbett Hall on campus, and can be reached at (207) 581-9104 if you have questions.

I have an employee returning from spring break from another state. What do they need to do?

Any students returning to Maine who have been out of state need to self-identify by calling (207) 581-2681 and follow UMaine procedure before returning to work.

Are students who are unable to return to work still able to be paid?

Those who are able to work remotely, and have discussed such with their supervisors, should do so and continue to log their hours as they normally would. Those who are unable to return to work should wait for further information, as a plan regarding future payments are in discussion at this time.

Please monitor this website frequently for important updates.

Updated 3/23/20 1:10pm

Office of Student Employment Mission Statement

Our goal is to implement strong business and professionalism culture at the University of Maine. We encourage a connection between students and supervisors on campus through meaningful and effective communication, while simultaneously building upon these consistent discussions to create a stronger skill set for our students.

Our office is located on the first floor of Wingate Hall on the University of Maine campus! We offer services to students who wish to work while attending the university. Whether a student was awarded Federal Work-Study or not, whether they want to work on campus or off, the Office of Student Employment is the place to start!

Our office also offers resources for employers who hire UMaine students. If you're looking for students to work for you, contact us — We can post your jobs using our online job search!



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