

Important Student Payroll Information

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Tue 3/24/2020 3:58 PM

To the Campus Community:

We are implementing the following procedures regarding State and Federal student employees effective Monday, March 23rd.

Submit timesheets as normal for actual hours worked whether in person or via teleworking.

In accordance with USM guidance for students no longer able to work, Payroll and Employee Services will automatically pay the student employee based on the average number of hours they worked to date for the Spring Semester for each individual contract. These payments will continue until one of the following occurs:

- The University returns to normal operations
- The full amount of the contract has been paid
- The contract expiration date has been reached

We thank you for your patience and cooperation during this difficult time.