<table>
<thead>
<tr>
<th>Type Of Employee</th>
<th>Description</th>
<th>Where to pay</th>
<th>How to pay</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work-Study Student Not Working</td>
<td>If the student employee is funded through the Federal Work-Study program, the DoE has provided broad authority for institutions to continue to pay students their normally scheduled hours, even if those students are unable to perform their duties. Because of this guidance, the department may process the students’ timesheets for regularly scheduled hours so they may continue to be paid up to their original award amount. Students funded through the state work-study program will also be allowed to continue receiving pay. Please note the department would still be responsible for the matching share (25% for federal and 20% for state).</td>
<td>UD Time</td>
<td>To continue paying these students, the Manager or Timekeeper (TK) will need to manually add this time to the employee’s timesheet. Once the time has been added, they would need to approve that time sheet by the scheduled deadlines.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a></td>
</tr>
<tr>
<td>Work-Study Student Working Remotely</td>
<td>WS Student is able to work remotely for the department</td>
<td>UD Time</td>
<td>Students will continue to use UD Time to clock in/out to record their hours. Managers and/or timekeepers will monitor work, review timesheets and approve that time by the scheduled deadlines.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a></td>
</tr>
<tr>
<td>Work-Study Student Working on Campus (must be deemed Essential)</td>
<td>If the student has been deemed essential and is required to report to campus to work, they are to be paid double time for those hours worked. Any employee deemed essential must be on the departments essential employee listed and that list will need to be emailed to <a href="mailto:pr-staff@udel.edu">pr-staff@udel.edu</a>.</td>
<td>UD Time</td>
<td>Student must clock in and out. In addition, TK/Manager needs to duplicate the hours worked using the &quot;Admin Adjustment - Hourly&quot; pay code on the timesheet for each time slice worked on campus during the State of Emergency period. For time worked in a prior Pay Period (3/16-3/21), the TK/Manager will need to amend that time sheet to make those adjustments.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a> These resources include Job Aids &amp; Trainings for Amending Time Sheets and Editing Time Sheets</td>
</tr>
<tr>
<td>Hourly Student Working Remotely</td>
<td>Student is able to work remotely for the department</td>
<td>UD Time</td>
<td>Students will continue to use UD Time to clock in/out to record their hours. Managers and/or timekeepers will monitor work, review timesheets and approve that time by the scheduled deadlines.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a></td>
</tr>
<tr>
<td>Hourly Student Not Working</td>
<td>If your student employee is not funded through the work-study program, the decision on providing continued work and associated pay lies with the Department and/or Division. We encourage you to be as flexible as possible, but you will need to determine next steps with your Director, Department Head, or Vice-President.</td>
<td>UD Time</td>
<td>To continue to pay these students, the Manager or Timekeeper will need to manually add this time to the employee’s timesheet. Once the time has been added, they would need to approve that time sheet by the scheduled deadlines.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a></td>
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<tr>
<td>Student Working on Campus (must be deemed Essential)</td>
<td>If the student has been deemed essential and is required to report to campus to work, they are to be paid double time for those hours worked. Any employee deemed essential must be on the departments essential employee listed and that list will need to be emailed to <a href="mailto:pr-staff@udel.edu">pr-staff@udel.edu</a>.</td>
<td>UD Time</td>
<td>Student must clock in and out. In addition, TK/Manager needs to duplicate the hours worked using the &quot;Admin Adjustment - Hourly&quot; pay code on the timesheet for each time slice worked on campus during the State of Emergency period. For time worked in a prior Pay Period (3/16-3/21), the TK/Manager will need to amend that time sheet to make those adjustments.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a> These resources include Job Aids &amp; Trainings for Amending Time Sheets and Editing Time Sheets</td>
</tr>
<tr>
<td>Misc. Wage Employee Working Remotely</td>
<td>Employee is able to work remotely for the department</td>
<td>UD Time</td>
<td>Employee will continue to use UD Time to clock in/out to record their hours. Managers and/or timekeepers will monitor work, review timesheets and approve that time by the scheduled deadlines.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a></td>
</tr>
<tr>
<td>Misc Wage Employee Working on Campus (must be deemed Essential)</td>
<td>If the misc wage employee has been deemed essential and is required to report to campus to work, they are to be paid double time for those hours worked. Any employee deemed essential must be on the departments essential employee listed and that list will need to be emailed to <a href="mailto:pr-staff@udel.edu">pr-staff@udel.edu</a>.</td>
<td>UD Time</td>
<td>Employee must clock in and out. In addition, TK/Manager needs to duplicate the hours worked using the &quot;Admin Adjustment - Hourly&quot; pay code on the timesheet for each time slice worked on campus during the State of Emergency period. For time worked in a prior Pay Period (3/16-3/21), the TK/Manager will need to amend that time sheet to make those adjustments.</td>
<td>UD Time Resources - <a href="http://www1.udel.edu/payroll/udtime/udtime-resources.html">http://www1.udel.edu/payroll/udtime/udtime-resources.html</a> These resources include Job Aids &amp; Trainings for Amending Time Sheets and Editing Time Sheets</td>
</tr>
<tr>
<td>Category</td>
<td>Details</td>
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</table>
| Misc Wage Employee Not Working | Based on new guidelines issued by the Delaware Department of Labor, miscellaneous wage employees who are not working during this time should be eligible for unemployment insurance benefits. To apply:  
Claims must be filed online at [https://ui.delawareworks.com/](https://ui.delawareworks.com/) and "lack of work" should be listed as the reason for separation. Any COVID-19 related questions should be answered.  
Individuals must submit a weekly pay authorization via [https://uicc.delawareworks.com/mobile/Login.aspx](https://uicc.delawareworks.com/mobile/Login.aspx) or by calling (302) 761-8446.  
A weekly pay authorization must be submitted the Sunday after the claim is filed and every week thereafter as long as the individual remains unemployed. If a pay authorization is not submitted each week, no payment will be issued.  
Claimants should register on the claimant portal to request an address change or file an appeal at [https://ocs.delawareworks.com/ACCOUNT/LOGIN](https://ocs.delawareworks.com/ACCOUNT/LOGIN). |
| Adjunct Faculty                | Will continue to be paid unless course has been cancelled  
If the employee is teaching the Spring Semester, S-contracts will continue to pay.  
If the University cancels an assigned course less than 30 days before the class start date, and has been unable to offer reassignment to a comparable class, the employee will be compensated 10% of the payment amount specified in their appointment letter.  
Cancellation Payments  
Earn Code - OCC (S-cont Can)  
Account - 121500 |
<table>
<thead>
<tr>
<th>Non-Exempt Employee Working on Campus (Must be deemed Essential)</th>
<th>If the nonexempt employee has been deemed essential and is required to report to campus to work, they are to be paid double time for those hours worked. Any employee deemed essential must be on the departments essential employee list and that list will need to be emailed to <a href="mailto:pr-staff@udel.edu">pr-staff@udel.edu</a>.</th>
</tr>
</thead>
</table>
| S-Contract | Department will need to submit an S-contract using the Earn Code SON for any time worked on campus to ensure that the employee receives double time for hours worked. If they worked up to their standard daily hours, the department would submit the SON s-contract to pay that straight time to ensure that the total hours they worked is paid at double time. If the employee worked beyond their daily standard hours, the department would submit a separate s-contract for any hours worked beyond their daily standard hours. The Earn Code would remain SON, but hourly rate would be doubled to pay the employee double time for those hours. Examples: Employee Regular Schedule 8:00 - 4:30

- Employee Worked:
  - 3/16 8:00 - 4:30
  - 3/17 8:00 - 4:30
  - 3/18 8:00 - 5:30
  - 3/19 8:00 - 6:30
  - 3/20 8:00 - 4:30

- 2 S-contracts needed
  - First S-contract:
    - Earn Code – SON
    - List all dates and hours up to their standard hours
    - 3/16 7.5 hours
    - 3/17 7.5 hours
    - 3/18 7.5 hours
    - 3/19 7.5 hours
    - 3/20 7.5 hours
  - Enter Actual Hourly Rate
  - Second S-Contract:
    - Earn Code – SON
    - List only the dates over standard hours and only list the hours over their standard hours
    - 3/18 1 hour (4:30-5:30)
    - 3/19 2 hours (4:30-6:30)
    - Enter Hourly Rate x 2 (Double Time Rate) |
| S-Contract | Department will need to submit an S-contract using the OT Earn Codes (ON1/OT1, ONS/OT5) for any time worked over their standard hours. ON1/OT1 should be used for hours worked up to 40 hours and ONS/OT5 would be used for hours worked over 40 hours. Examples: Employee Regular Schedule 8:00 - 4:30

- Employee Worked:
  - 3/16 8:00 - 4:30
  - 3/17 8:00 - 4:30
  - 3/18 8:00 - 5:30
  - 3/19 8:00 - 6:30
  - 3/20 8:00 - 4:30

- 2 S-contracts needed
  - First S-contract:
    - Earn Code – OT1/OT5
    - List all dates and hours up to their standard hours
    - 3/16 7.5 hours
    - 3/17 7.5 hours
    - 3/18 7.5 hours
    - 3/19 7.5 hours
    - 3/20 7.5 hours
  - Enter Actual Hourly Rate
  - Second S-Contract:
    - Earn Code – OT1/OT5
    - List only the dates over standard hours and only list the hours over their standard hours
    - 3/18 1 hour (4:30-5:30)
    - 3/19 2 hours (4:30-6:30)
    - Enter Hourly Rate x 2 (Double Time Rate) |

<table>
<thead>
<tr>
<th>Non-Exempt Employee Working Remotely - Overtime</th>
<th>Any overtime worked remotely will still need to be recorded and paid using the appropriate OT pay codes</th>
</tr>
</thead>
</table>
| S-Contract | Department will need to submit an S-contract using the OT Earn Codes (ON1/OT1, ONS/OT5) for any time worked over their standard hours. ON1/OT1 should be used for hours worked up to 40 hours and ONS/OT5 would be used for hours worked over 40 hours. Examples: Employee Regular Schedule 8:00 - 4:30

- Employee Worked:
  - 3/16 8:00 - 4:30
  - 3/17 8:00 - 4:30
  - 3/18 8:00 - 5:30
  - 3/19 8:00 - 6:30
  - 3/20 8:00 - 4:30

- 2 S-contracts needed
  - First S-contract:
    - Earn Code – OT1/OT5
    - List all dates and hours up to their standard hours
    - 3/16 7.5 hours
    - 3/17 7.5 hours
    - 3/18 7.5 hours
    - 3/19 7.5 hours
    - 3/20 7.5 hours
  - Enter Actual Hourly Rate
  - Second S-Contract:
    - Earn Code – OT1/OT5
    - List only the dates over standard hours and only list the hours over their standard hours
    - 3/18 1 hour (4:30-5:30)
    - 3/19 2 hours (4:30-6:30)
    - Enter Hourly Rate x 2 (Double Time Rate) |

| Earn Code – SON | Account 125000
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sal Plan 230, 235, 236, 239</td>
<td></td>
</tr>
</tbody>
</table>
| Earn Code – SON | Account 125045
| Sal Plan 245, 246, 247, 248, 270, 271 |

*** Use Department Purpose, these will be JV'd at a later date ***
If the exempt employee has been deemed essential and is required to report to campus to work, they are to be paid double time for those hours worked. Any employee deemed essential must be on the departments essential employee listed and that list will need to be emailed to pr-staff@udel.edu.

S-Contract

Department will need to submit an S-contract using the Earn Code SON for any time worked on campus to ensure that the employee receives double time for hours worked. If they worked up to their standard daily hours, the department would submit the SON s-contract to pay that straight time to ensure that the total hours they worked is paid at double time. If the employee worked beyond their daily standard hours, the department would submit a separate s-contract for any hours worked beyond their daily standard hours. The Earn Code would remain SON, but hourly rate would be doubled to pay the employee double time for those hours.

Examples: Employee Regular Schedule 8:00 - 4:30

- Employee Worked:
  - 3/16 8:00 - 4:30
  - 3/17 8:00 - 4:30
  - 3/18 8:00 - 5:30
  - 3/19 8:00 - 6:30
  - 3/20 8:00 - 4:30

- 2 S-contracts needed
  - First S-contract:
    - Earn Code – SON
    - List all dates and hours up to their standard hours
      - 3/16 7.5 hours
      - 3/17 7.5 hours
      - 3/18 7.5 hours
      - 3/19 7.5 hours
      - 3/20 7.5 hours
    - Enter Actual Hourly Rate
  - Second S-Contract:
    - Earn Code – SON
    - List only the dates over standard hours and only list the hours over their standard hours
      - 3/18 1 hour (4:30-5:30)
      - 3/19 2 hours (4:30-6:30)
    - Enter Hourly Rate x 2 (Double Time Rate)

Earn Code - SON

Account - 125900

*** Use Department Purpose, these will be JV’d at a later date ***