**Campus Closure Pay Provisions for Student Employees**

**List of Time Reporting Codes on OHR website:**

<https://hrms.umn.edu/resource/time-reporting-codes?context=&check_logged_in=1>

Needs to be updated to include CCW (TRC 53) – Campus Closure Work-study (converts to student code UCW when time admin runs for employees with job codes 2XXX.

CCW was set up to **NOT** go through the work study program, because work study cannot be used when the University is closed.  The code has just been excluded from the work study program so that work study funds aren't used for the pay.  If someone isn't work study, the code isn't going to do anything different than REG.

All Job Codes 2XXX series are considered Student Workers. Nothing changes for the end user - Custom process swaps the codes for all Student Workers in Job code series 2XXX into these new codes. Entering REG in Timesheet swaps to URG and code CCW (TRC 53) swaps to code UCW.

**Policy Library:**

<https://policy.umn.edu/operations/emergencyclosing-appd>

Pay Provisions During Emergency Closing or Reduced Operations

**Excerpt: Student Workers Paid through the Work-Study Program.**

*“Work study funds are prohibited from use during an emergency closing or reduced operations unless a special exception is made by Federal or State agencies. Therefore, work-study student workers who are required to work during an emergency closing or reduced operations that falls within their normal work schedule must be paid in full from departmental funds.  Departments are asked to reschedule Work-Study students for the hours they would have worked during an emergency closing or reduced operations.”*

**Comments:** In order for a student employee’s pay to not be paid from work-study funds, an earnings code other than REG or URG must be used. This is why code CCW (now UCW for students) was originally setup back in early 2020. What is confusing to some is that in May of 2020, shortly after this new code was being used, it was determined that students paid during the pandemic related office closure could still be paid with work-study funds, so we had to reverse course and stop using CCW for students during the Pandemic campus closure.

CCW (UCW) should still be used for weather-related emergency campus closures so that those employees paid during the closure can be paid out of dept funds. If they were paid using REG (URG) during a weather-related closure, that would cause them to be paid out of work-study funds and that is not allowed.