



## Lake Forest College Student Payroll COVID-19 FAQs

### **Q: Will student workers continue to get paid?**

- Student workers who received Federal Work-Study awards (primarily US Citizens) and Lake Forest Work-Study awards (primarily international students) by the Financial Aid Department will be paid projected earnings for the remainder of the semester (3 pay periods) based on their average earnings between January 12 – March 7 (4 pay periods). Projected earnings will be limited to the Work-Study total award amount.

### **Q: What are Federal Work-Study and Lake Forest Work-Study Awards?**

- **Lake Forest Work Study** may be assigned to students who do not have a federal work study award as a result of filling out a FAFSA. An example of a student in this category would be an international student ineligible for the FAFSA.
- **Federal Work Study** may only be assigned to students who have completed a FAFSA.

### **Q: How do I know if I received Federal Work-Study and Lake Forest Work-Study?**

- Both awards are given through the Financial Aid process. The funding would be included on your award letter for the academic year.

### **Q: How will I receive my Federal Work-Study payment?**

- Federal Work-Study payment will be made on March 27 through payroll (net payroll tax withholding). You can view this payment on your pay statement by logging into ADP <https://workforcenow.adp.com/workforcenow/login.html>. It will be coded as “ADJUSTMENT.”

### **Q: How will I receive my Lake Forest Work-Study payment?**

- Lake Forest Work-Study will be disbursed as a grant to the student account (net tax withholding). This along with the other COVID-19 reductions may cause a credit balance on the student account. If this is the case, students may request refunds by emailing [StudentAccounts@lakeforest.edu](mailto:StudentAccounts@lakeforest.edu). If a refund is not requested, the overpayment will be applied to next semester. Please see [more details and FAQs](#) under Resources for Students on the [coronavirus webpage](#) for more Student Account information.

### **Q: What can I do if I did not receive a Work-Study award or if I already earned more in payroll during the academic year than my award amount?**

- Your projected earnings will not be part of the special Work-Study payment. If you rely on the funds to pay your tuition, and it is necessary for you to receive additional funding, please file a Financial Aid appeal. <https://www.lakeforest.edu/admissions/finaid/forms-special.php>

### **Q: What if I received a Work-Study award, but I did not work this semester or I worked for an off campus employer?**

- Unfortunately, due to not having projected hours, you will not receive funds in this special payment.



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### **Q: Can students still work remotely?**

- We can approve students to work remotely if they live in states where we have tax withholding and they are filling essential positions. If your supervisor has approved you to keep working and has discussed your appointment with the Payroll Office, your ADP account is still active. Keep recording time on your timecard as usual. This will not impact the Work-Study payment discussed above.
- Some tutors will be converted to independent contractors. If this impacts you, you will be notified by your supervisor.

### **Q: I have been approved to stay on campus. Can I still work?**

- If you would like to be considered for on-campus employment opportunities that may be needed during the remainder of the semester, please email Yang Choe.

### **Q: Can I come into the Payroll office to pick up my paper check?**

- No. The Lake Forest College Payroll Office is now working remotely. If you do not have direct deposit set up in ADP, Yang Choe will mail your check to your address in ADP. If you have moved or your address is incorrect, please update your address in ADP and email Yang Choe [choe@lakeforest.edu](mailto:choe@lakeforest.edu) as soon as possible. You may also send Yang Choe an email request to transfer the payment to your student account instead of mailing the paper check.

### **Q: How do I contact the Business Office?**

- Effective Monday, March 23, 2020 the Business Office converted to remote service. You may contact Business Office employees by phone or email. Contact information can be found by clicking the link here: <https://www.lakeforest.edu/offices/business/>

### **Q: I am no longer working. May I file for unemployment?**

- Student employees who participate in the Federal Work Study program, and are currently not working on campus, are not eligible for unemployment benefits since they already receive government-subsidized funds toward their educational expenses.

### **Q: I am filing my taxes. How do I get my W2?**

- If you did not elect for electronic statements only, a paper form has been sent to your address in ADP. All employees have electronic access to their forms.
  - Log in to the ADP portal: <https://workforcenow.adp.com/workforcenow/login.html>
  - Select the Myself tab, Pay, and Annual Statements
  - Select "Go Paperless" to receive electronic statements

Remember if you were a student worker over the summer subject to Medicare and Social Security tax and worked during the academic year while you were under the FICA tax exemption, you will have two different W2s.