

**From:** [Raymond Duffy](#)  
**Subject:** Human Resources and Finance Coronavirus Update  
**Date:** Tuesday, March 24, 2020 10:52:10 AM

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Dear Faculty, Staff and Students,

We are writing with further details regarding Human Resource and Finance matters outlined in yesterday's message from Father Peter.

Additionally, Governor Wolf provided guidance yesterday, stating that personnel at Pennsylvania postsecondary institutions who are providing life-sustaining services, including, but not limited to: administration, food preparation and distribution, housing, security, information technology, building maintenance and operations (e.g., payroll) can continue to be deemed essential and **are permitted to continue their work, provided they adhere to social distancing guidelines.**

***Accordingly, unless you are in a department that is required to be on campus, you must continue to work remotely to the best of your ability.***

#### **Faculty and staff compensation and benefits**

We remain committed to our faculty and staff members. Our full-time and part-time faculty and staff will receive their normal compensation and benefits for the foreseeable future. While we cannot predict the length of the current crisis or its economic ramifications, there may come a time when we need to reassess, but it is our hope—and plan—to weather this crisis together as a community.

#### **Contract, temporary and casual employees**

We have relationships with a wide range of contract, temporary and casual employees across the University, which present a variety of situations. If business needs dictate and these individuals are able to continue working with their supervisors' approval, we will continue to compensate them at this time.

#### **Graduate assistants**

Those students who receive a monthly stipend will continue to be paid through the end of the spring semester (through the May monthly payroll). Please work directly with your supervisor or graduate program office to confirm your work assignments for the remainder of the semester.

#### **Students who are employed in Federal Work Study (FWS) positions, either on or off campus**

These students will continue to be paid by FWS funds, on the normal biweekly schedule, until the end of the spring semester. FWS students will be paid the greater of either (a) the number of hours worked within the period (for those continuing to work on a remote basis), or (b) the average hours worked per pay period through this point in the spring semester (for those who cannot work remotely). Documentation supporting hours worked must still be submitted through electronic timesheets by email to [payroll@villanova.edu](mailto:payroll@villanova.edu) and approved by your supervisor, according to the [pay period schedules](#), to ensure timely payment.

If you are not sure if you are employed under the FWS program, consult your financial aid notice on your MyNova account to determine if you had been awarded FWS. If you previously declined your FWS award, contact the [Office of Financial Assistance](#) to determine if your FWS funding can be reinstated.

#### **Students who are employed in non-FWS positions on campus**

These students may work remotely, if they are able, and will be paid for hours worked. This applies to both undergraduate and graduate student hourly positions. All hours worked must still be tracked and submitted using electronic timesheets by email to [payroll@villanova.edu](mailto:payroll@villanova.edu) and approved by your supervisor according to the [pay period schedules](#). Students employed in

these positions who are unable to work remotely and experience a financial hardship due to a reduction in pay are encouraged to reach out to the Office of Financial Assistance at [finaid@villanova.edu](mailto:finaid@villanova.edu) to determine if they are eligible for FWS, other types of need-based aid, or loan funding that could assist in bridging the gap through the end of the spring semester.

### **REMINDER to ALL student workers**

Villanova student workers remain limited in the number of hours they can work, depending on their classification, as classes are ongoing. Please check with your supervisor to discuss work you may be able to complete remotely. Additionally, if you are still receiving a paper check for payroll, you are urged to sign up for direct deposit, as we are unable to guarantee timely receipt of paper paychecks given the unprecedented circumstances.

### **Future hiring and promotions**

All verbal offers that have been extended will be honored. Hiring managers should work with these new hires to onboard and have them begin working to the best of their abilities.

All current and future vacancies, as well as promotions, must be approved in advance by the Office of the Provost or the appropriate vice president before being submitted to Human Resources for review. These requests and approvals must align with what is required in order to continue essential business operations in both the administrative and academic areas. Please ensure that all approvals are received prior to proceeding with future postings, hiring recommendations and promotions.

### **Electronic timesheets**

In order to ensure that all employees are paid in a timely manner during these unprecedented times, effective immediately, all approved timesheets must be submitted to the Payroll Office electronically. Please submit approved timesheets by email to [payroll@villanova.edu](mailto:payroll@villanova.edu). Given all of the measures that continue to be put in place to limit the spread of the COVID-19 virus, we are unable to rely on paper timesheets to pay employees at this time.

### **Importance of direct deposit**

*It is very important for all employees who are not currently being paid through direct deposit to set themselves up for direct deposit as soon as possible.* Given all of the restrictions being put in place to limit the spread of the COVID-19 virus, *direct deposit may be the only way that we can guarantee that you receive your pay on time, as the distribution of paper checks may be impeded by conditions outside of our control.* Please see the below instructions for setting up direct deposit:

1. Go to <https://mynova.villanova.edu/> and log in with VU credentials
2. In search bar at the top, type "Novasis"
3. Under Search Results, select the "Novasis" icon
4. Select the Employee tab
5. Select Pay Information
6. Select Online Direct Deposit Signup
7. Follow the instructions to submit your direct deposit information

Or, submit the direct deposit form on the Payroll Office website to [payroll@villanova.edu](mailto:payroll@villanova.edu).

### **University building access**

Beginning Wednesday, March 25, classroom and administrative buildings will be locked; however, employee Wildcards will remain active for access. Employees who do not already have Wildcard access and need it on an on-going basis may email a request to John Shuter at [john.shuter@villanova.edu](mailto:john.shuter@villanova.edu). Please include the reason that access is being requested. If employees encounter issues with their Wildcard, Public Safety remains available to provide access on an as-needed basis for those whose business needs dictate access to their workstations. ***Although you will***

***still be able to access the buildings and workstations, it is important to reiterate that you are to avoid traveling to campus, unless you work in a department that is required to be on campus.***

It is our hope that this communication has provided clarity regarding matters that are on your mind during this time of uncertainty. Please do not hesitate to contact us with any questions or concerns.

Ray Duffy, Associate Vice President of Human Resources & Affirmative Action Officer

Neil Horgan, Vice President for Finance