

Student Assistants

COVID-19 Temporary Paid Administrative Leave

Frequently Asked Questions

1. How many CSU COVID-19 Temporary Paid Administration Leave (CPAL) hours are available to student assistants?
 - 👉 Student assistants are eligible to receive a prorated amount of a one-time total hour allotment available under CPAL, which is currently 256 hours.
2. When should a student assistant apply for the use of CPAL hours?
 - 👉 You should apply for use of CPAL hours as a result of time lost due to unavailability of on campus and/or remote work after April 5th. Student assistants are eligible for for full pay for what would be their “regular” pay before COVID-19 disruption through April 5th. For pay after April 5th, the CPAL hours are allocated on a prorated basis.
3. When a student assistant’s work hours vary, how many hours should a student use to calculate the total prorated amount of CPAL eligibility?
 - 👉 Use the average amount of hours worked in February 2020
 - 👉 Example: Number of average hours worked (15 hours) divided by 40 hours multiplied by the CPAL allotment (256 hours).

$$15 \text{ divided by } 40 = .375 \times 256 = 96$$

In this example, a student has a total of 96 CPAL hours available for lost time.

4. Do all student assistants need to complete a CPAL Agreement to apply for lost time?
 - 👉 Yes.
5. Are student assistants eligible to apply for and collect unemployment insurance benefits?
 - 👉 No. Student assistants do not meet the eligibility requirements for unemployment insurance benefits.
6. How should student assistants submit time reports during the COVID-19 “Safer at Home” order?
 - 👉 Student time reports should be submitted as follows:
 - Step 1: Generate a Student Time Report from PeopleSoft (insert link)
 - Step 2: Download the PDF file
 - Step 3: Type in the student assistant’s hours for the month ([Student Employee Pay Schedule](#)).
 - Step 4: Obtain signature of authorized HEERA manager. Electronic signatures will be accepted during “Safer at Home” order.
 - Step 5: Submit the time report via email to Susana Gonzalez at sgonzalez1@cpp.edu and Kim Widener at kdwidener@cpp.edu. Please note Federal Work Study time reports should be submitted to Lupe Linares (glinares@cpp.edu) at Financial Aid and Susana Gonzalez and Kim Widener.

April 2, 2020