



[www.finaid.umkc.edu](http://www.finaid.umkc.edu)

Campus Location:  
5115 Oak Street

## Financial Aid & Scholarships Office

5100 Rockhill Road  
101 Administrative Center  
Kansas City, Missouri 64110-2499

[finaid@umkc.edu](mailto:finaid@umkc.edu)

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### Summer 2017 Work-Study Quick Guide

- **The summer 2017 Work-Study period is June 5, 2017-July 28, 2017.**
- Students must have a separate Federal Work-Study (FWS) award for the summer 2017 period in order to work. Having had Work-Study during the Academic Year **does not guarantee a summer Work-Study award or job** and requesting it does not guarantee an award. Due to federal funding the number of summer Work-Study positions may increase or decrease compared to the Academic Year.
- Summer awarding is done manually so a request for summer financial aid and for a summer Work-Study award must be submitted to the Financial Aid and Scholarships Office in writing. All students are added to a wait list until our systems are ready for awards to be added to each student's file. To submit a FWS wait list request:
  - Submit **email request** to [finaid@umkc.edu](mailto:finaid@umkc.edu) stating interest in summer 2017 FWS program.
  - Stop into the office to submit an **Action Form** stating interest in summer FWS program.
  - Lastly, a student may submit a FWS wait list request via **Request Counselor Action** via Pathway.
- Students must be enrolled at least **half-time** in order to participate in the Work-Study program.
  - 6 credit hours for undergraduate students
  - 5 credit hours for graduate students
- Students must also be **meeting Satisfactory Academic Progress (SAP)** in order to qualify for UMKC's Work-Study program in any given semester. If the student turns in an appeal and is given a contract for one semester, the student under the terms of the contract is **not** eligible to participate in the Work-Study program.
  - Financial Aid and Scholarships Office Policies: <http://finaid.umkc.edu/financial-aid-process/policies/>
- The last day of the **spring 2017** semester is **Friday, May 12, 2017**. Students with a spring 2017 Work-Study position must stop working on this day.
- Students who are working a **spring 2017** Work-Study position and have a **summer 2017** Work-Study award may work through the break between the end of spring 2017 semester and the beginning of the summer 2017 semester: **May 15-June 4, 2017**. Those earnings will be charged to their summer 2017 Work-Study award.
  - **Half-time enrollment must be met for both spring 2017 semester and summer 2017 semester before the student is eligible to work during this break period.**
- Students with only a **summer 2017** Work-Study award may not start working their summer Work-Study position until **Monday, June 5, 2017** and must stop working on **Friday, July 28, 2017**.
- Students who have a **summer 2017** Work-Study award and a **fall 2017** Work-Study award may work during the break between the end of the summer 2017 semester and the beginning of the fall 2017 semester: **July 31-August 20, 2017**. Those earnings will be charged to their fall 2017 Work-Study award.
  - **Half-time enrollment must be met for both summer 2017 semester and fall 2017 semester before the student is eligible to work during this break period.**

- Students offered a **summer 2017** Work-Study award must accept the award offer on Pathway before they have access to the summer Work-Study Job Postings in [Roo Career Network](#).
  - *Pathway > Self-Service > Campus Finances > Accept/Decline Awards > Aid Year 2017*
- Summer 2017 Work-Study positions will becoming available in Roo Career Network (<http://career.umkc.edu/>) on **May 1, 2017**:
  - Click the “Log In” link in the current student section > Use your UMKC Username & Password to log into the Roo Career Network. ***(If you have any issues accessing Roo Career Network contact Career Services at 816/235-1636)*** > Click on “Jobs” on the left side of the page > “UMKC Work-Study Jobs” > Prompt to sign in again using your UMKC Username & Password > Listings of all work-study job openings.\*
  - *\*Application and hiring requirements may vary between departments. Follow the directions given from the hiring department to set up an interview according to the “How to Apply” section at the bottom of the job posting.*
- Students need to submit their time worked in [MyHR](#). Students will be paid per the dates listed on the university’s Bi-Weekly Pay Period Schedule found on HR’s website: <http://info.umkc.edu/hr/payroll-and-records/>.
  - MyHR Link: <https://myhr.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG>