



www.finaid.umkc.edu

Campus Location:
5115 Oak Street

Financial Aid & Scholarships Office

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

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2017-2018 Academic Year Work-Study Quick Guide

- **The 2017-2018 Academic Year Work-Study period is August 21, 2017 - May 11, 2018.**
- If students do not see a Federal Work-Study award on their 2017-2018 financial aid file must submit to the written request to the Financial Aid and Scholarships Office to be added to the wait list. **Please note that marking “yes” to work-study on the 2017-2018 FAFSA does not guarantee you an award, nor is a student ever automatically added to a wait list.** Ways to submit a wait list request for the FWS program:
 - Submit *email request* to finaid@umkc.edu stating interest in AY2017-2018 FWS program.
 - Stop into the office to submit an *Action Form* stating interest in AY2017-2018 FWS program.
 - Submit a FWS wait list request via *Request Counselor Action* in Pathway.
- Students offered a 2017-2018 Academic Year Work-Study award must accept the award offer in Pathway before they have access to the Work-Study Job Postings in Roo Career Network.
 - *Pathway > Self-Service > Campus Finances > Accept/Decline Awards > Aid Year 2018*
- AY2017-2018 Federal Work-Study Job Postings open in [Roo Career Network](#) (RCN) on **Monday, July 31st**.
 - [Applying for a Work-Study Position](#) in Roo Career Network
 - UMKC Work-Study Website: <http://finaid.umkc.edu/financial-aid/work-study/>
- Enrollment & S.A.P. Requirements:
 - 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** (S.A.P.) 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 to work for students with a fall 2017 only work-study award is **Friday, December 15, 2017**. Students with only a fall 2017 Work-Study position must stop working on this day.
- 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 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/psprd/?cmd=login&languageCd=ENG>
- Students must have a separate Federal Work-Study (FWS) award for the 2017-2018 academic year in order to work. Having had Work-Study during the 2016-2017 Academic Year (including summer 2017) does not guarantee an academic year 2017-2018 Work-Study award or job, nor will a student ever be automatically added to the AY2017-2018 Work-Study wait list.