



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

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2018-2019 Academic Year Work-Study Quick Guide

- **The 2018-2019 Academic Year Work-Study period is August 20, 2018 - May 17, 2019.**
- If students do not see a Federal Work-Study award on their 2018-2019 financial aid file they must submit a 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 2018-2019 FAFSA does not guarantee you an award, nor is a student ever automatically added to a wait list.**
 - Submit *email request* to finaid@umkc.edu stating interest in AY2018-2019 FWS program.
- Students offered a 2018-2019 Academic Year Work-Study award must accept the award offer in Pathway before they have access to the Work-Study Job Postings in [Handshake](#)
 - *Pathway > Self-Service > Campus Finances > Accept/Decline Awards > Aid Year 2019*
- AY2018-2019 Federal Work-Study Job Postings open in [Handshake](#) on **August 1st**.
 1. Click “**Log in**” under the Current Student section of [Handshake](#).
 2. Sign in to Handshake by clicking the “**UMKC Student Only Login**”.
 3. Click “**Get Started**” on the Welcome to Handshake page.
 4. After completing the Get Started questions click “**Launch**” to activate student account.
 5. Click the “**For You**” tab at the top of the page.
 6. On the left-hand side of the page you will see a “**Suggested by Your School**”
 7. Click the “**Work-Study Jobs**” link just below Suggested by your School.
 8. Click on the **Work-Study Jobs** link provided on the following page.
 9. Students will be required to log in again using their student SSO/username and password.
 10. Listing of all open Work-Study positions for the 2018-2019 academic year.
 - **If you have any issues accessing the [Handshake](#) system contact Career Services at (816)235-1636.**
- 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 2018 only work-study award is **Friday, December 14, 2018**. Students with only a fall 2018 Work-Study position must stop working on this day.
- The last day of the **spring 2019** semester is **Friday, May 17, 2019**. Students with a spring 2019 Work-Study position must stop working on this day.
- 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>