



[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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### 2019-2020 Academic Year Work-Study Quick Guide

- **The 2019-2020 Academic Year Work-Study period is August 19, 2019 - May 15, 2020.**
- If students do not see a Federal Work-Study (FWS) award on their 2019-2020 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 2019-2020 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](mailto:finaid@umkc.edu) stating interest in AY2019-2020 FWS program.
- Students offered a 2019-2020 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 2020*
- AY2019-2020 Federal Work-Study Job Postings open in [Handshake](#) on **July 1<sup>st</sup>**.
  - 1) Click “**Log in**” under the Current Student section of Handshake: <https://career.umkc.edu/>
  - 2) Enter your UMKC Username & Password under **UMKC Student Only Login\*\***
  - 3) Click on “**Work-Study Jobs**”
  - 4) Click the Work-Study Jobs link provided.
  - 5) Enter your UMKC Username & Password for a second time.
  - 6) Listing of all summer 2019 Federal Work-Study Job openings.

**\*\*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: <https://finaid.umkc.edu/financial-aid-process/policies/>
- The last day to work for students with a fall 2019 only work-study award is **Friday, December 13, 2019**. Students with only a fall 2019 Work-Study position must stop working on this day.
- The last day of the **spring 2020** semester is **Friday, May 15, 2020**. Students with a spring 2020 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: <https://info.umkc.edu/hr/hr-operations/pay-schedules/>
  - MyHR Link: <https://myhr.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG>