The 2021-2022 Academic Year Work-Study period is August 23, 2021 - May 13, 2022.

If students do not see a Federal Work-Study (FWS) award on their 2021-2022 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 2021-2022 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 AY2021-2022 FWS program.

Students offered a 2021-2022 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 2022

AY2021-2022 Federal Work-Study Job Postings open in Handshake on July 1st.

1. Go to Handshake
2. Click the "Log In" link under the current student section.
3. Enter your UMKC Username & Password under UMKC Student Only Login**
4. To find work study positions select Career Center > Resources > Work-Study Jobs > and follow the link to the Work Study Jobs portal
5. Enter your UMKC Username & Password for a second time.

**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: Policies | Financial Aid and Scholarships | University of Missouri - Kansas City (umkc.edu)

The last day to work for students with a fall 2021 only work-study award is Friday, December 17, 2021. Students with only a fall 2021 Work-Study position must stop working on this day.

The last day of the spring 2022 semester is Friday, May 13, 2022. Students with a spring 2022 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://www.umsystem.edu/ums/hr/peoplesoft-hr/myhr