



www.finaid.umkc.edu

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Financial Aid & Scholarships Office

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Summer 2019 Work-Study Quick Guide

- **The summer 2019 Work-Study period is June 3, 2019-July 26, 2019.**
- Students must have a separate Federal Work-Study (FWS) award for the summer 2019 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. An online [Summer Aid Request](#) was emailed to all students on March 4, 2019 with information about how to request summer financial aid and summer work-study.
- 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: <https://finaid.umkc.edu/financial-aid-process/policies/>
- 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 who are working a **spring 2019** Work-Study position and have a **summer 2019** Work-Study award may work through the break between the end of spring 2019 semester and the beginning of the summer 2019 semester: **May 18-June 2, 2019**. Those earnings will be charged to their summer 2019 Work-Study award.
 - *Half-time enrollment must be met for both spring 2019 semester and summer 2019 semester before the student is eligible to work during this break period.*
- Students with only a **summer 2019** Work-Study award may not start working their summer Work-Study position until **Monday, June 3, 2019** and must stop working on **Friday, July 26, 2019**.
- Students who have a **summer 2019** Work-Study award and a **fall 2019** Work-Study award may work during the break between the end of the summer 2019 semester and the beginning of the fall 2019 semester: **July 27-August 18, 2019**. Those earnings will be charged to their fall 2019 Work-Study award.
 - *Half-time enrollment must be met for both summer 2019 semester and fall 2019 semester before the student is eligible to work during this break period.*
- Students offered a **summer 2019** Work-Study award must accept the award offer on Pathway before they have access to the summer Work-Study Job Postings in [Handshake](#).
 - *Pathway > Self-Service > Campus Finances > Accept/Decline Awards > Aid Year 2019*

- Summer 2019 Work-Study positions will becoming available in **Handshake** (<https://career.umkc.edu/>) on **Wednesday, May 1, 2019:**
 - 1) Click the “Log In” link under the current student section.
 - 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.*
 - **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: <https://info.umkc.edu/hr/hr-operations/pay-schedules/>
 - MyHR Link: <https://myhr.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG>