



## Financial Aid & Scholarships Office

[www.finaid.umkc.edu](http://www.finaid.umkc.edu) Campus  
Location:  
5115 Oak Street

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

[finaid@umkc.edu](mailto:finaid@umkc.edu)  
P | 816/235-1154

### 2025-2026 Academic Year Work-Study Quick Guide

- The 2025-2026 Academic Year Work-Study period is August 25, 2025 - May 15, 2026.
  - If students do not see a Federal Work-Study (FWS) award in their 2025-2026 financial aid awards package they must submit a written request to the Financial Aid and Scholarships Office to be added to the wait list. Please note that completing 2025-2026 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 AY2025-2026 FWS program.
  - Students offered a 2025-2026 Academic Year Work-Study award must accept the award offer in Pathway before they have access to the Work-Study Job Postings in [Handshake](#) o Pathway > Self-Service > Campus Finances > Accept/Decline Awards > Aid Year 2026
  - AY2025-2026 Federal Work-Study Job Postings generally open in [Handshake](#) on August 1<sup>st</sup>.
    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.
    6. Listing of all AY2025-2026 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: o Students must be enrolled at least one (1) credit hour in order to participate in the Work-Study program.
    - ☐ Students must 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 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 2025 only work-study award is Friday, December 19, 2025. Students with only a fall 2025 Work-Study position must stop working on this day.
  - The last day of the spring 2026 semester is Friday, May 15, 2026. Students with a spring 2026 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/payschedules/> o MyHR Link: <https://www.umsystem.edu/ums/hr/peoplesoft-hr/myhr>