2019-2020 Academic Year Work-Study Quick Guide


- 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 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 1st.
  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.
  - 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.

- 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