Fall 2015-Spring 2016 Work-Study Quick Guide

- Students must have a separate Federal Work-Study award for the fall-spring period in order to work. Having had Work-Study during the summer does not guarantee a fall/spring Work-Study award or job and requesting it does not guarantee an award.

- Students with a Work-Study award that begins in the fall may begin working on Monday, August 24, 2015.

- Students must be enrolled at least half-time in order to participate in the Work-Study program. (6 credit hours for undergraduates, 5 credit hours for graduate students).

- Students who have a summer Work-Study award and an Academic Year award (fall 2015-spring 2016) can work August 3-August 23, 2015 using their fall 2015 Work-Study money.

- Students working summer 2015 but not fall 2015 must stop working July 31, 2015. This includes students who do not have a fall 2015 award or who graduate at the end of the summer semester.

- Students offered fall 2015-spring 2016 Work-Study must accept it on Pathway as soon as the award is available. Jobs will be posted on Roo Career Network during the first part of August.

- Students who have a fall only award (typically $2300), who graduate in December, or are enrolled less than half-time for spring 2016 must stop working December 18, 2015.

- Students who have a full Academic Year award (both fall and spring) may continue working through the holiday break (December 19, 2015- January 18, 2016), if there are hours available, the hiring department is open, and if the student is enrolled at least half-time for the spring 2016 semester.

- Students with a spring only award may begin working on Tuesday, January 19, 2016.

- Departments will be sent an e-mail describing procedures for posting fall/spring jobs, as well as the hiring procedures for new hires and continuing students.

- Students must be making Satisfactory Academic Progress (S.A.P.) in order to be eligible for Work-Study 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 Federal Work-Study program.

- Jobs are obtained by visiting Roo Career Network (http://career.umkc.edu/) > Log in as a Student> Hover over the “Jobs” link at the top of the page to view all of the job options> Click on “UMKC Work-Study Jobs” link> Will be prompted to log-in again using SSO and password> Listing of all available Work-Study positions.

- Supervisors listed within the job description must be contacted directly by students seeking employment. Do not post your resume in Roo Career Network if you are interested in a Work-Study job as supervisors do not have access to this component. Students will apply for, and in many cases, interview for jobs. After turning in timesheets every two weeks, students will be paid every two weeks per dates listed on the university’s bi-weekly pay schedule.