Summer 2016 Work-Study Quick Guide

- The summer 2016 Work-Study period is June 6, 2016-July 29, 2016.

- Students must have a separate Federal Work-Study award for the summer 2016 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, there are significantly fewer jobs available during the summer as compared to the Academic Year.

- 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 must also 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.

- The last day for the spring 2016 term is May 13, 2016. Students who have a spring 2016 Work-Study job and award must stop working on this day unless a summer 2016 Work-Study award is in place, their hiring department has been approved to hire student(s), and a job offer has been made.

- Students who have a spring 2016 Work-Study award and have a summer 2016 Work-Study award may work through the break between the end of spring 2016 semester and the beginning of the summer 2016 semester (May 16-June 5, 2016).

- Students who have a summer 2016 Work-Study award and an Academic Year (fall 2016-spring 2017) Work-Study award may work during the break between the end of the summer 2016 semester and the beginning of the fall 2016 semester (August 1-August 21, 2016). Those earnings will be charged to their fall Work-Study award.

- Students working summer 2016 that do not have a fall 2016 Work-Study award must stop working on Friday, July 29, 2016.

- Students offered a summer 2016 Work-Study award must accept the award offer on Pathway. Jobs will be posted closer to the beginning of summer semester. (Pathway > Self-Service > Campus Finances > Accept/Decline Awards > Aid Year 2016)

- Jobs are obtained by visiting Roo Career Network (RCN) (http://career.umkc.edu/) > Log-in under “Current Student” > Click on the “Jobs” link on the left side of the RCN page to view all of the job options > Click on “UMKC Work-Study Jobs” > Prompted to log-in again using SSO and password > Listings of all summer 2016 work-study job openings.

- Application and hiring requirements may vary depending on the job you are applying. 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. Supervisors will not be viewing resumes posted on Roo Career Network. Supervisors can visit the Work-Study Management System to confirm work-study eligibility. Interview with supervisors until you accept a job.

- After submitting time every two weeks, students will be paid per dates listed on the university’s Bi-Weekly Pay Period Schedule found on HR’s website: http://info.umkc.edu/hr/payroll-and-records/.