



www.finaid.umkc.edu

Campus Location:

5115 Oak Street

Financial Aid & Scholarships Office

5100 Rockhill Road

101 Administrative Center

Kansas City, Missouri 64110-2499

finaid@umkc.edu

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2021-2022 Academic Year Work-Study Quick Guide

- The 2021-2022 Academic Year Work-Study period is August 23, 2021 - May 13, 2022.
- If students do not see a Federal Work-Study (FWS) award on their 2021-2022 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 2021-2022 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 AY2021-2022 FWS program.
- Students offered a 2021-2022 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 2022*
- AY2021-2022 Federal Work-Study Job Postings open in [Handshake](#) on July 1st.
 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 AY2021-2022 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.
 - **6** credit hours for undergraduate students; **5** credit hours for graduate students.
 - 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.
 - 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 2021 only work-study award is **Friday, December 17, 2021**. Students with only a fall 2021 Work-Study position must stop working on this day.
- The last day of the **spring 2022** semester is **Friday, May 13, 2022**. Students with a spring 2022 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://www.umsystem.edu/ums/hr/peoplesoft-hr/myhr>