Table of Contents

1. Home Page ........................................... page 1

2. UM Students Page............................... page 2  
   a. What is Work-Study?

3. Find a Job.......................................... pages 3-4  
   a. Choose Funding Sources  
   b. Find a Job  
   c. Job Planner

4. Apply for a Job ................................. page 5

5. Hiring Forms....................................... page 6  
   a. Work-Study
The Student Employment Office website serves as a convenient way for students to find employment opportunities, while helping University and non-University employers find qualified employees. The site is available 24 hours a day, seven days a week, for students to search for jobs.

There are three sections to the website:

- **UM Students**: Search through job postings, view pay dates, find other employment resources (no login necessary).
- **University and Work-Study Employers**: Post jobs, manage jobs, view applicants, and print hiring forms (login necessary).
- **Non-University Employers**: For non-University non-Work-Study employers wishing to post positions on the site (no login necessary).
2. U-M Students Page

What is Work-Study?

Work-Study is a financial aid program for students with financial need. Students earn Work-Study funds by performing part-time work for employers who qualify for the program under federal or state guidelines. These employers pay only a percentage of the student’s wages, while the federal or state government pays the remaining amount. To receive Work-Study, students must:

- apply for financial aid, and
- demonstrate financial need.

Students who qualify for the Work-Study program will receive an email from the Office of Financial Aid alerting them that they have an Award Notice. The award will note “Federal Work-Study” if a student qualifies. If Work-Study is not noted, students may only apply for the non-Work-Study jobs listed on this site. For more information about applying for financial aid, see the Office of Financial Aid website at www.finaid.umich.edu. For more information about Work-Study, see page 6.
3. Find a Job

a  CHOOSE FUNDING SOURCES

After selecting your funding source (Work-Study and/or Non-Work-Study), and clicking on “Set Choices,” you are presented with the Find a Job page.

b  FIND A JOB

You have two ways to search for jobs:

1  QUICK SEARCH: Allows you to search for Recently Posted Jobs, All Available Jobs, Community Service Jobs, Housing Jobs, or Library Jobs.

2  ADVANCED SEARCH: Click on this tab to select specific criteria you wish to use for your job search.

Note: The funding source on which your search is based, is shown here.

Change this by selecting “Update Funding Source Choices.”

Click on the + and - buttons to expand and collapse your search criteria.
JOB PLANNER

Another way to browse for jobs is by using the Job Planner page, using the “job planner” menu on the left side of the web page. This page lists all University and Work-Study jobs that have historically been available. You may use the list to get a feel for which employers offer jobs that may be of interest to you and trends for the types of jobs typically offered.

Not all of these jobs are available.

Only jobs that are underlined (have links) are currently available. (To conduct a search for available jobs, please use the Find a Job page instead.)

Select an underlined link to view a specific job listing.
4. Apply for a Job

Once you have conducted a successful search, a list of jobs will appear. Click those that interest you to see job details.

On the Job Details page, many job listings give you the option to apply online; just click on the apply link at the top of the listing. Note: Some postings only have contact information listed (contact person, address, phone number, e-mail address, etc.) so you will need to contact the employer directly. Others have both online application and contact information.

If you apply online, a Student Data Application will appear. This information will be sent to the employer. Fields for First Name, Last Name, and E-mail Address are mandatory.

In the last box, briefly describe your skills and work experience for the employer. Be careful to spell words correctly and give as much information as possible in a concise manner. This part of the form may be the reason you are chosen for an interview or not. If you have a personal website where your resume or work samples are posted, consider including it also.

New! Students may also upload a cover letter and resume!

Once you have submitted your Student Data Application, you should hear from the employer about whether you will have an interview or not. Apply for any jobs that interest you!

To work on the U-M Ann Arbor campus: You must be registered as a student and complete the U-M Student Temporary Employment Application located on the Student Business menu in Wolverine Access (https://wolverineaccess.umich.edu).

Applying for jobs online, as well as completing the U-M Student Temporary Employment Application does not guarantee job placement. This is a “Pre-Employment” application that must be completed before the student can be hired into a position.
5. Hiring Forms

Before starting your job search, go to the Wolverine Access > Student Business page and complete the U-M Student Temporary Employment Application.

Once you have been offered a job, you must complete the materials for hiring to be officially hired for the job. Please be prepared to complete all required employment forms.

Federal Form I-9 Employment Eligibility Verification Form
This form is simple to complete. You must present an original document or documents that establish your identity and employment eligibility. Please review the back side of the I-9 form for all acceptable documents (www.hr.umich.edu/hr里斯/forms/I-9.pdf).

Direct Deposit Authorization
Direct Deposit is the University’s recommended method of delivering your paycheck. Your paycheck is deposited directly into your bank account, and you can access your pay stubs from any computer using Wolverine Access > Student Business.

W-4 Tax (Federal and Michigan Tax Withholding)
Upon hire, the University assumes a Federal and Michigan tax filing status of “single with no exemptions.” If your filing or exemption status is different from this, please update the information in Wolverine Access > Student Business. Look for the Federal and Michigan W-4 links.

In most instances, you may update your Federal W-4 information using Wolverine Access. First, follow the steps to view your W-4 information. Make changes to your Federal W-4 information and submit.

If you are not a U.S. citizen or Permanent Resident, you cannot update your Federal W-4 information using the web; you must complete a hardcopy form. Both forms are available for printing from the W-4 page on Wolverine Access.

Work-Study Job Certification Form (only complete if your employer is a non-University agency).

WORK-STUDY

• If you are hired for a Work-Study job, remember that you cannot begin work until the correct hiring materials are submitted to the Human Resources Records and Information Services (HHRIS) office by your new employer.

• Work-Study students can only work during the terms for which they have been awarded Work-Study. For example, if you receive a Work-Study award for the Fall term, but not the Winter term, you cannot work in your Work-Study job during Winter term. For more information on dates you can work, see the Important Dates web page: studentemployment.umich.edu > UM Students > Information for Students > Important Dates (Students).

• Once you have earned all of your Work-Study award, (even if the academic period is not over) you must stop working as a Work-Study student. Either your employer must pay you as a temporary (non-Work-Study student) or you must find another job that is a non-Work-Study job. Use the tools on the website: studentemployment.umich.edu > UM Students > Information for Students > Getting Paid and W-S Calculator/Tracking Sheet to help you keep track of how much of your Work-Study award you have earned.

• See Frequently Asked Questions: studentemployment.umich.edu > UM Students > Information for Students > Frequently Asked Questions for more information on Work-Study awards.