

Federal Work-Study Covers 60% of Gross Earnings for Eligible Students

Employers will be reimbursed 60% of wages for students employed under the Federal Work-Study program for the 2023-2024 academic year. For example, if a Work-Study student is hired at \$15 per hour, the employer will pay \$6 per hour, while the federal government will pay the remaining \$9. The reimbursement rate is set by U-M and reviewed annually.

See: [Hiring and Paying Guide](#) and [Adding Work-Study to an existing hire via PAR](#)

Can We Get a List of All Work-Study Eligible Students Working for Our Unit?

While the Student Employment Office is able to provide one-off requests on occasion, we do not have the administrative capacity to provide or verify lists of students' Work-Study eligibility. Because Federal Work-Study is protected under federal regulation, eligibility information is only made available for the purpose of hiring or "re-hiring," meaning employers will need to use the [Student Temporary Processing panel](#) to verify students individually.

It is also important to note that a list of Work-Study eligible students does not necessarily result in a list of students who are planning to earn their Work-Study with your unit. Students often hold multiple jobs and may have already planned to earn their Work-Study in another role.

If you use a student's Work-Study funds that they planned to earn elsewhere, they are able to request a correction through our office, and your department will be charged for the funds used.

Federal Work-Study is a part of a student's federal financial aid and should not be used without student consent.

How Long Can a Student Temp Continue Working After Graduation?

Not all student temp roles are treated the same way after graduation, and some roles may require background checks or termination after graduation. To determine how long your student employee may continue working after they graduate, supervisors must contact the Shared Services Center (or Michigan Medicine HR) directly for details.

Missing Social Security Number (SSN) – How To Report

If a student has not reported their SSN to the university, you will get an alert in the Student Temporary Processing panel at the time of hire.

No National ID (SSN) exists for the applicant. Applicant must provide this information to the RO or confirm completion of SSA Application.

The RO is the Registrar's Office, and the student will need to work with their Wolverine Services (front desk) team to get the issues resolved. Wolverine Services' contact information is available on the [RO's website](#).

Prefer Your Own Job Application? We Have a New Setting for You

If your department prefers their own application or does not accept the internal Student Employment website's application, new postings now allow you to turn off application collection. The update is not available on older postings, so you will need to create a new posting to utilize this feature:

Do you wish to collect online applications for this job?

Collect Online Student Data Applications?

Yes

No

Job Code vs. SEO Job ID

The SEO Job ID is unique to a job posting and its description. It is generated when a job posting is created in the Student Employment website. If the job posting was approved with Work-Study included as a funding source, the SEO Job ID can be used when hiring a Work-Study student. SEO IDs are not specific to job titles; they are unique to a posting, so that in the event of an audit, it could link back to the posting and its specific job description.

A job code is used by HR and relates to a job title and its general description. There is only one job code for any given job title. A job code is only needed when hiring non-Work-Study students.

Off-campus Employers: The Job Certification TDx Form

Our Job Certification Form for Off-campus Work-Study employers is now a digital form. Links to the form are available on our website in the Employment Forms and the [Off-campus Work-Study and Reimbursement Process](#) tabs.

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Service Catalog > Off-Campus Work-Study Employers > OFA - Work-Study Off-Campus Job Certification

OFA - Work-Study Off-Campus Job Certification

OF-Campus work-study employers should use this form to designate U-M Ann Arbor student hires as work-study employees and initiate access to federal work-study funds.

This form should be completed by the person authorizing funds for this position.

Student Information

Student Name *

Provide the first and last name of the student.

Student UMID *

Has the student completed the Student Employment Application in Wolverine Access? *

Work-Study Term *

Academic Year *

Work-Study Award Amount *

Provide the amount of work-study aid the student was packaged with.

Work-Study Reminders

Students may not work during their scheduled class time: We encourage employers to obtain student employee class schedules. Students are not permitted to work during scheduled class times, unless they've been excused, the class was canceled, or it is being offered in an asynchronous remote format. Supervisors must collect documentation of a canceled class before permitting a student to work at that time. The documentation may be maintained in whichever way works best for the supervisor or department.

Enrollment levels impact financial aid: Initial financial aid packages are based on full time, fall and winter enrollment (12 or more credits per term for undergraduate students; eight or more for graduate students). If your student intends to enroll less than full time, or only intends to enroll in one of the terms, their financial aid package may be reduced or canceled. Encourage them to reach out to the Office of Financial Aid for details.

Monitor student wages: Before hiring a student, confirm their Work-Study eligibility and have a process in place to monitor their remaining Work-Study earnings. University employers should monitor the U-M Work-Study student panel, and off-campus agencies are encouraged to use our Work-Study Tracking Sheet, which requires updates from students if their financial aid notice has changed. You may also encourage students to monitor their earnings in their Wolverine Access account.

Coordinate with other employers: Students who are hired by multiple departments will need to carefully coordinate their earnings, especially toward the end of a term.

Do not use storage mode for Work-Study job postings: Storage mode will delete applicant data and will deactivate the Job ID for Work-Study purposes. Instead, use review mode once you have identified a candidate through the listing process (or if you are creating a job with a specific student in mind). Jobs are not listed to the public in review mode, but you still have access to all of the applicant materials, and the Job ID number remains active to charge earnings to the Work-Study program. You can move the job back to "listed" mode if you need to hire for the same position again.

What Is "Review Mode"?

Review Mode is the job posting status that users have the most confusion with — and rightly so! A common confusion is that moving a job posting to Review Mode means that Student Employment will review and list the job for you, but this is not the case. Review Mode is named as such because it is the status your job moves into after your posting expires. For example, if you listed a job posting for two weeks, after two weeks passes, the job will automatically go into Review Mode so that you may review the applications. Similarly, if you have already received all of the applications you want and are ready to close the posting, you may move it into Review Mode. Review Mode is the recommended status for your job to remain in while it is not listed because you are able to review all of the applications and the content of the posting, and the job number remains active for use with Work-Study hires. The only time a job posting will come to Student Employment in Review Mode is if you create a new job and choose to list it "sometime later". Generally, this is done when an employer already has a candidate in mind and just needs the job number to be active. In summary, if you want a job posting to be listed, you must choose the "Listed" status status and contents. Review Mode means the employer can review the posting and its contents.

New to Hiring Students?

The Student Employment Office is here to help!

[Email us](#) or call 734-763-4128 for assistance with the hiring process, or check out our online resources:

- [Hiring and Paying Guide](#) (PDF)
- [Student Employment Website User Guide](#) (PDF)
- [Employer FAQs](#)

Important Dates

AUG. 28	Fall/winter Work-Study program begins
DEC. 15	Last day of fall-only Work-Study program
JAN. 10	Winter-only Work-Study program begins
APRIL 27	Last day of fall/winter Work-Study program

Fall 2023 Payroll Schedule

Pay Period Dates	Pay Date
08-20-23 - 09-02-23	09-08-2023
09-03-23 - 09-16-23	09-22-2023
09-17-23 - 09-30-23	10-06-2023
10-01-23 - 10-14-23	10-20-2023
10-15-23 - 10-28-23	11-03-2023
10-29-23 - 11-11-23	11-17-2023
11-12-23 - 11-25-23	12-01-2023
11-26-23 - 12-09-23	12-15-2023
12-10-23 - 12-23-23	12-29-2023

The employment period for students awarded fall-only Work-Study is Aug. 28 through Dec. 15, 2023. Students who receive both fall and winter term Work-Study may continue to work during the term break.

Winter 2024 Payroll Schedule

Pay Period Dates	Pay Date
01-07-24 - 01-20-24	01-26-2024
01-21-24 - 02-03-24	02-09-2024
02-04-24 - 02-17-24	02-23-2024
02-18-24 - 03-02-24	03-08-2024
03-03-24 - 03-16-24	03-22-2024
03-17-24 - 03-30-24	04-05-2024
03-31-24 - 04-13-24	04-19-2024
04-14-24 - 04-27-24	05-03-2024

The employment period for students awarded winter-only Work-Study is Jan. 10 through April 27, 2024.