

Employers will be reimbursed 70% of wages for students employed under the Federal Work-Study program for the 2025-2026 academic year. For example, if a Work-Study student is hired at \$15 per hour, the employer will pay \$4.50 per hour, while the federal government will pay the remaining \$10.50. The reimbursement rate is set by U-M and reviewed annually.

**2. Remind the student that the federal Form I-9 is a requirement of employment and must be completed within three days of the first day of employment.**

- A [list of required documents](#) for completing the form can be reviewed online.
  - All documents must be original or a certified copy.
  - The student cannot remain employed if the university does not have the completed Form I-9 on file.
- 3. Remind the student to set up Direct Deposit in Wolverine Access if they have not done so already.**

Study is protected under federal regulation, eligibility information is only made available for the purpose of hiring or rehiring, meaning employers will need to use the [Student Temporary Processing panel](#) to verify students individually.

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.

workgroup at the end of the winter and spring/summer terms. If a student will continue to work on your team through these periods, the workgroup will need to be updated to Work-Study at the beginning of the fall term and again for the spring/summer term provided the student continues to be eligible for Work-Study.

## Off-campus Employers: The Job Certification TDx Form

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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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; 8 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

**Coordinate with other employers:** Students who are hired by multiple departments will need to carefully coordinate their earnings, especially

**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 position.

[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)

**25** Fall/winter Work-Study program begins

**DEC.**

**17** Last day of fall-only Work-Study program

**JAN.**

**07** Winter-only Work-Study program begins

**APRIL**

**05** Last day of fall/winter Work-Study program

The employment period for students awarded fall-only Work-Study is Aug. 25 through Dec. 17, 2025. Students who receive both fall and winter term

The employment period for students awarded fall-only Work-Study is Aug. 25 through Dec. 17, 2025. Students who receive both fall and winter term Work-Study may continue to work during the term break.

The employment period for students awarded winter-only Work-Study is Jan. 7 through April 25, 2026.