News for Employers of University of Michigan Students

Federal Work-Study Covers 70% of Gross Earnings for Eligible Students

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.

See: <u>Hiring and Paying Guide</u> and <u>Adding Work-Study to an existing hire</u> <u>via PAR</u>

A Request to Internal Employers Prior To **Completing the Appointment in M-Pathways**

1. Remind the student to update the student employment application in Wolverine Access if it has been more than 30 days since it was last updated.

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 <u>list of required documents</u> 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.

Students Working for Our Unit? While the Student Employment Office is able to provide one-off requests

Can We Get a List of all Work-Study Eligible

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 rehiring, 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.

Spring/Summer Terms The Office of Financial Aid and ITS will remove the Work-Study 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

Workgroup Removal at the End of Winter and

and again for the spring/summer term provided the student continues to be eligible for Work-Study.

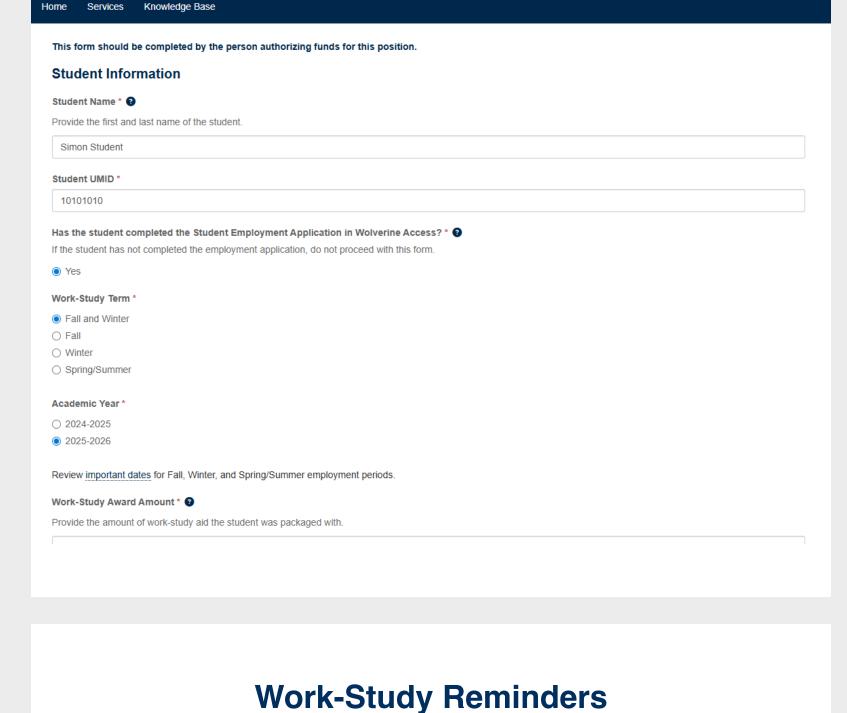
Off-campus Employers: The Job Certification

TDx Form

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. FINANCIAL AID Q Sign In Search the client portal



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; 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

account.

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. **New to Hiring Students?**

• Hiring and Paying Guide (PDF) • Student Employment Website User Guide (PDF) • Employer FAQs

Important Dates

Fall/winter Work-Study program begins

Email us or call 734-763-4128 for assistance with the hiring process, or

AUG. **25**

The Student Employment Office is here to help!

check out our online resources:

DEC

10-26-25 - 11-08-25

01-04-26 - 01-17-26

01-18-26 - 01-31-26

02-01-26 - 02-14-26

02-15-26 - 02-28-26

03-29-26 - 04-11-26

04-12-26 - 04-25-26

Ann Arbor, MI 48109

studentemployment.umich.edu

734-763-4128

Jan. 7 through April 25, 2026.

17	Last day of fall-on	ly Work-Study program	
JAN. 07	Winter-only Work-	Study program begins	
APRIL 25	Last day of fall/wing program	nter Work-Study	
Fall 2025 Payroll Schedule			
Pay Period Dates		Pay Date	
08-17-25 - 08-30-25		09-05-2025	
08-31-25 - 09-13-25		09-19-2025	
09-14-25 - 09-27-25		10-03-2025	
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10-17-2025 09-28-25 - 10-11-25 10-12-25 - 10-25-25 10-31-2025

11-14-2025

01-23-2026

02-06-2026

02-20-2026

03-06-2026

04-17-2026

05-01-2026

	11-09-25 - 11-22-25	11-26-2025		
	11-23-25 - 12-06-25	12-12-2025		
	12-07-25 - 12-20-25	12-26-2025		
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.				
	Winter 2026 Payroll Schedule			
	Pay Period Dates	Pay Date		

03-01-26 - 03-14-26 03-20-2026 03-15-26 - 03-28-26 04-03-2026

The employment period for students awarded winter-only Work-Study is

