

As we continue to navigate challenges posed by the pandemic, the safety and health of our students and their coworkers remains our top priority.

## COVID-19 Information

The university is currently requiring students to comply with weekly COVID-19 testing if they come to the Ann Arbor campus to work. Supervisors should review a student's test status in the ResponsBLUE app before permitting in-person work (on-campus). Stay up to date with [testing policies](#) on the Maize and Blueprint website.

## A New Look

Our website has been updated! While functionality is similar, we would like to highlight our new announcements section, where you can stay up to date with employment news and policies.



While the university does not require students to enroll in Direct Deposit, on-campus employers are strongly encouraged to walk their student hires through the Direct Deposit authorization process before their first pay date.

Work-Study is often a student's first employment experience and the concept of a paper check is lost on many students who live in a digital world. The Payroll Office submits a report to the Student Employment Office every month of students who have not cashed their paychecks. When contacted, students often indicate they had no idea where to find their paper check, how to cash it, or that signing up for Direct Deposit after they received their first few checks hadn't resolved the issue.

In addition to looking out for your student employees, keep in mind that uncashed paychecks can impact employers too. If a student takes more than 240 days to cash a check that included Federal Work-Study funding, the employer loses eligibility for the federal share, and becomes responsible for 100% of the wages.

## A Note on Spring/Summer Enrollment

Students' enrollment in the spring-summer term can fluctuate. Unlike the fall and winter terms, most students enroll part-time for spring-summer. Keep in mind that students must enroll at least half time (6 or more credits for undergraduates, 4 or more for graduates) to retain Federal Work-Study eligibility. Departments that require Work-Study eligibility should be sure to confirm their student hires' enrollment levels and have a plan in place to account for enrollment changes.

## Student Employment Tips and Reminders

**Protected 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 or the class was cancelled. Supervisors must collect documentation of a cancelled 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:** If your student intends to enroll less than full-time, their financial aid package, including Work-Study, may be reduced or cancelled. Encourage them to reach out to the Office of Financial Aid for details.

**Develop Mindful Student Employment Policies:** With the exception of protected class time, student employees do not have special employment protections and are like all other temporary employees at the university.

However, we encourage supervisors to consider that student employment is often a student's first work experience. Be clear in all expectations, such as attendance, punctuality, appropriate dress, etc. Departments are strongly encouraged to use formal evaluations as a tool to provide constructive feedback and, when possible, provide counseling/coaching before termination.

## Important Dates

29  
APR

## Fall/winter Work-Study program ends

4  
MAY

## Spring/summer Work-Study program begins

**30  
JUNE**

## U-M fiscal year ends

20  
AUG

## Last day of spring/summer Work-Study

## Spring/Summer Payroll Schedule

Pay Period Dates	Pay Date
05-02-21 - 05-15-21	05-21-21
05-16-21 - 05-29-21	06-04-21
05-30-21 - 06-12-21	06-18-21
06-13-21 - 06-26-21	07-02-21
06-27-21 - 07-10-21	07-16-21
07-11-21 - 07-24-21	07-30-21
07-25-21 - 08-07-21	08-13-21
08-08-21 - 08-21-21	08-27-21



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