



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.

New to Hiring Students?

The Student Employment Office has got you covered! [Email us](#) or call 734-763-4128 anytime for assistance with the hiring process, or check out our online resources:

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

Uncashed Paychecks Impact Employers

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.

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 canceled. 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: If your student intends to enroll less than full-time, their financial aid package, including Work-Study, may be reduced or canceled. 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

28 APR	Fall/winter Work-Study program ends
3 MAY	Spring/summer Work-Study program begins
30 JUNE	U-M fiscal year ends
19 AUG	Last day of spring/summer Work-Study

Spring/Summer Payroll Schedule

Pay Period Dates	Pay Date
05-01-22 - 05-14-22	05-20-22
05-15-22 - 05-28-22	06-03-22
05-29-22 - 06-11-22	06-17-22
06-12-22 - 06-25-22	07-01-22
06-26-22 - 07-09-22	07-15-22
07-10-22 - 07-23-22	07-29-22
07-24-22 - 08-06-22	08-12-22
08-07-22 - 08-20-22	08-26-22



OFFICE OF FINANCIAL AID
STUDENT EMPLOYMENT OFFICE

2500 Student Activities Building
515 East Jefferson Street
Ann Arbor, MI 48109

734-763-4128
studentemployment.umich.edu