

## FAQs

Check out our updated employer [FAQ Page!](#)

### When Is It Appropriate To Assign Work-Study to All of Your Eligible Employees?

It is only appropriate if you require Work-Study eligibility or if you have obtained consent from all of your Work-Study eligible students.

Just because a student is eligible for Work-Study does not automatically mean you may use it. It is important to keep in mind that 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 that they planned to earn elsewhere, they are able to request a correction through our office, and your department would be charged for the Work-Study funds used.

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

### How To Verify if a Student Is Eligible for Work-Study

Employers are responsible for verifying and monitoring their students' Work-Study eligibility.

University employers can verify their students' eligibility in the [Student Temporary Processing panel](#), and monitor earnings by using the UM Work-Study by Student and Dept ID reports and by reviewing their GPRs. If you do not have access to the proper screens to monitor your students' earnings, you may need to submit an [OARS request](#).

Off-campus employers can verify their students' eligibility by referring to an *official* Financial Aid Notice and track earnings using the [Off-Campus Work-Study Tracking Sheet](#).

### 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 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 use this feature.

### 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 button. Review Mode means the employer can review the posting and its contents.

### 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 (six or more credits for undergraduates, four 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.

### Off-campus Employers: Job Certification Soon To Be a Digital TDx Form

Job Certifications will soon transition from a PDF to our new Team Dynamix (TDx) service. Links to the form will remain in the same locations on our [website](#). The form has been shortened and no longer requires student signatures — however, the student will receive a confirmation message after the certification has been processed. Please contact our office if you need any assistance with the new form.

### 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](#)
- [Student Employment Website User Guide](#)

### Important Dates

<b>APRIL 28</b>	Fall/winter Work-Study program ends
<b>MAY 2</b>	Spring/summer Work-Study program begins
<b>JUNE 30</b>	U-M fiscal year ends
<b>AUG. 18</b>	Last day of spring/summer Work-Study program

### Spring/Summer Payroll Schedule

Pay Period Dates	Pay Date
04-30-23 - 05-13-23	05-19-23
05-14-23 - 05-27-23	06-02-23
05-28-23 - 06-10-23	06-16-23
06-11-23 - 06-24-23	06-30-23
06-25-23 - 07-08-23	07-14-23
07-09-23 - 07-22-23	07-28-23
07-23-23 - 08-05-23	08-11-23
08-06-23 - 08-19-23	08-25-23



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