

### 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.

### Does a New Employee on Your Team Need Access to the Student Employment Website?

The first thing the new employee will need to do is navigate to the [student employment website](#), click on "university and off campus employers," and then "request permission" to set up an account.

Once you have been approved as a user, you may post on the student employment website.

### Managing Your Job Posting

If you would like to close your job posting, select the job from the job control panel and update the job posting from "listed" to "review mode." Review mode means the employer can review the posting and its contents.

If you would like to edit your job posting, select the job from the control panel and select "edit this job." Once you have edited your job posting, select "submit" in order for it to be sent to the Student Employment Team for review.

### 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](#)
- [Employer FAQs](#)

### 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 U-M 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](#).

### Important Dates

<b>APRIL 27</b>	Fall/winter Work-Study program ends
<b>MAY 7</b>	Spring/summer Work-Study program begins
<b>JUNE 30</b>	U-M Fiscal Year ends
<b>AUG. 16</b>	Last day of spring/summer Work-Study program

### Spring/Summer Payroll Schedule

Pay Period Dates	Pay Date
04-28-24 - 05-11-24	05-17-24
05-12-24 - 05-25-24	05-31-24
05-26-24 - 06-08-24	06-14-24
06-09-24 - 06-22-24	06-28-24
06-23-24 - 07-06-24	07-12-24
07-07-24 - 07-20-24	07-26-24
07-21-24 - 08-03-24	08-09-24
08-04-24 - 08-17-24	08-23-24



OFFICE OF FINANCIAL AID  
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