

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.

A Request to Internal Employers Prior To Completing the Appointment in Mpathways

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 [list of required documents](#) 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 I-9 form on file.
3. Remind the student to set up Direct Deposit in Wolverine Access if they have not done so already.

Working During Class Time Reminder

To ensure that students are not working during scheduled class time, employers are encouraged to develop a method for comparing class schedules to work schedules.

Federal Work-Study supervisors must collect and maintain documentation from students if their class has been canceled, if their remote class is asynchronous, or if their instructor has excused them from attending, before permitting them to work during their regular class time. For audit purposes, the Student Employment Office may request copies of your documentation.

Workgroup Removal at the End of Winter and 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 and again for the spring/summer term provided the student continues to be eligible for Work-Study.

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.

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 work more than one position 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.

Important Dates

APRIL 26	Fall/winter Work-Study program ends
MAY 6	Spring/summer Work-Study program begins
JUNE 30	U-M Fiscal Year ends
AUG. 15	Last day of spring/summer Work-Study program

Spring/Summer Payroll Schedule

Pay Period Dates	Pay Date
04-27-25 - 05-10-25	05-16-25
05-11-25 - 05-24-25	05-30-25
05-25-25 - 06-07-25	06-13-25
06-08-25 - 06-21-25	06-27-25
06-22-25 - 07-05-25	07-11-25
07-06-25 - 07-19-25	07-25-25
07-20-25 - 08-02-25	08-08-25
08-03-25 - 08-16-25	08-22-25



OFFICE OF FINANCIAL AID
STUDENT EMPLOYMENT OFFICE

2500 Student Activities Building
515 E. Jefferson St.
Ann Arbor, MI 48109

734-763-4128
studentemployment.umich.edu