

FEDERAL WORK STUDY PROGRAM FOR 2020-2021 ACADEMIC YEAR

Limitations:

1. Students must stop working when all of their hours have been utilized or when the time period for the program expires
2. Students may work only 20 hours per week when classes are in session (this **includes** finals week).
3. Students may work only one on-campus paying job at one time.
4. Students **MUST NOT** work during scheduled class time. This includes if you get out early or class is cancelled that day.
5. Total dollars and hours may be adjusted by the Student Financial Assistance Office prior to the end of the academic term in the event of limited funds or to avoid an overaward.

STUDENTS MUST COMPLETE ON-LINE TRAINING OF THE FOLLOWING WITHIN 31 DAYS OF START OF EMPLOYMENT:

- 1) BUILDING A FOUNDATION: DISCRIMINATION, PREVENTION, AND TITLE IX
- 2) GLOBAL IT SECURITY BASICS
- 3) UNIVERSITY OF MISSOURI SYSTEM CAMPUS EMERGENCY ALERT TRAINING

These can be accessed through the student's MyHR website: <http://myhr.umsystem.edu>

PROGRAM PERIOD:	AUGUST 24, 2020 -- MAY 14, 2021		TOTAL HOURS:	
BI-WEEKLY PAYROLL SCHEDULE				
Payroll Period	Submit Time	Check Delivery Date	Pay Period Hours	Balance of Hours
08/24/20 - 09/05/20	09/05/20	09/16/20	_____	_____
09/06/20 - 09/19/20	09/19/20	09/30/20	_____	_____
09/20/20 - 10/03/20	10/03/20	10/14/20	_____	_____
10/04/20 - 10/17/20	10/17/20	10/28/20	_____	_____
10/18/20 - 10/31/20	10/31/20	11/11/20	_____	_____
11/01/20 - 11/14/20	11/14/20	11/25/20	_____	_____
11/15/20 - 11/28/20	11/28/20	12/09/20	_____	_____
11/29/20 - 12/12/20	12/12/20	12/23/20	_____	_____
12/13/20 - 12/26/20	12/26/20	01/06/21	_____	_____
12/27/20 - 01/09/21	01/09/21	01/20/21	_____	_____
01/10/21 - 01/23/21	01/23/21	02/03/21	_____	_____
01/24/21 - 02/06/21	02/06/21	02/17/21	_____	_____
02/07/21 - 02/20/21	02/20/21	03/03/21	_____	_____
02/21/21 - 03/06/21	03/06/21	03/17/21	_____	_____
03/07/21 - 03/20/21	03/20/21	03/31/21	_____	_____
03/21/21 - 04/03/21	04/03/21	04/14/21	_____	_____
04/04/21 - 04/17/21	04/17/21	04/28/21	_____	_____
04/18/21 - 05/01/21	05/01/21	05/12/21	_____	_____
05/02/21 - 05/14/21	05/15/20	05/26/21	_____	_____

It is the responsibility of each department to train their work-study students on how to fill out their timesheet using Time and Labor. The "Student Time Reporter Tutorial" is available on the Human Resource Services website. "MyHR". Students can also print out their pay advices through MyHR: <http://myhr.umsystem.edu> Please make sure you have a delegate assigned to your work-study student so if the primary supervisor is unavailable to approve their hours someone else in your department can approve them.

NOTE: The last day that the student may work is Friday, May 14, 2021