



## Federal Work-Study Management System Instructions

### Registration Information and Website Links:

#### Supervisor Registration for the Federal Work-Study Management System

- Go to <https://www.sfa.umkc.edu/wsmanager/login.cfm>
- UMKC SSO ID: Same username used for UMKC email
- Click on “Supervisor Registration,” choose your department, and click submit
- After the registration is complete and the work-study coordinator has approved your access, you will receive an e-mail saying you are set up to use the system
- Go to the web site <https://www.sfa.umkc.edu/wsmanager/login.cfm>
- Login: UMKC SSO and password. Same UMKC SSO used for Pathway

### Dashboard/Homepage Look:

The screenshot shows the UMKC Work-Study Management System dashboard. It features a header with the UMKC logo and system name. A supervisor's SSO information is displayed, including department, term, aid year, and pay period. A navigation menu includes links for Jobs, Students, Supervisors, Terms, and System. The main section is titled 'Authorized Students' and contains a search bar and a table with columns for Student ID, First Name, Last Name, Jobtitle, Payrate, Awarded, Earned, and % Used.

1. **UMKC Image**- will link you back to this dashboard, or homepage.
2. **Fixed Information**
  - Supervisor SSO
  - Department Name
  - Allocations for the term selected
  - Selected Work-Study Term (either FALLSPRING or SUMMER)
  - Aid Year (summer is the trailer end of an aid year)
  - Current Pay Period (will change when the pay is updated every two weeks)
3. **Jobs**
  - Create New Job Posting
  - View Job Postings/Authorize Student
4. **Students**
  - Check Work-Study Award
  - Current Work-Study Employees (Dashboard/Homepage—UMKC Image is same link)
5. **Supervisors**- Shows all active supervisors registered in your department
6. **Terms**- to switch between FALLSPRING and SUMMER terms
7. **System**- Logout
8. **Authorized Students**
  - Lists all information regarding the students authorized in your department for a given term.

## Dashboard/Homepage Features:

### Authorized Students

- The homepage or dashboard view is all encompassing. This allows supervisors to manage each student all on one homepage screen. The supervisor can see which students have been properly authorized, their pay rate, the work-study award amount, the earned work-study award amount, and a reprint authorization form.
- If a department has more than 10 students the option to show a certain number of entries can be changed:  

- There is a “search” option which allows supervisors to find a student quickly by entering the students name or student ID number in the search box.
- Sorting options using the arrows allows the supervisor to organize their students in alphabetical order, job title order, earnings, award, or % used order.

## Check Work-Study Earnings

### To Track Student Earnings

- The earnings will be extracted from payroll and posted in the Work-Study Management system Bi-Weekly in accordance with the university’s Bi-Weekly Pay Period Schedule: <http://info.umkc.edu/hr/payroll-and-records/>
- Each pay period the “Current Pay Period” dates will be updated to correspond with the student’s earnings on the dashboard/homepage.
- A Payroll Updated Notification email will be sent once the payroll has successfully posting in the Work-Study Management System titled: “Bi-Weekly Payroll Posting for Federal Work-Study Students.” This should be used as a prompt for supervisors to log into the Work-Study Management System to check on each of their students.
- Supervisors need to monitor their student’s award amount, earnings, and percentage used. Once the student hits 80% of their award the supervisor will be sent an 80% warning email: “URGENT—Action Required...”
- Note: the earnings post 11 days after the end of the pay period. Supervisors should take this week and a half into consideration when students are nearing the end of their work-study awards. Any earnings above the student’s work-study award will be charged back to the hiring department at 100%.

### Student Work-Study Award Utilization Timeline

- If a student is offered a full academic year work-study award for \$4600 then the award should be used with the guidelines of earnings approximately \$2300 each fall and spring semester. Each semester is 16 weeks long with a one week break for Thanksgiving/Spring Break. It is wise to set out a semester long schedule with each student to ensure they are able to utilize their full award, or as they choose.
- The maximum summer work-study award is \$3600. The summer semester is only 8 weeks long, but some students are able to start utilizing their summer award the Monday after the last day of spring semester. More information on requirements for students to work during the break periods can be found in the Federal Work-Study Handbook.

## Enter New Work-Study Job(s)

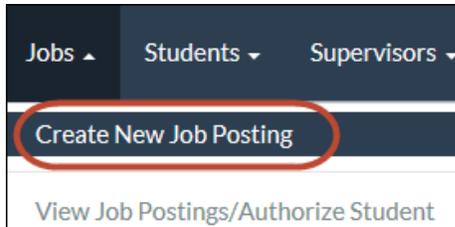
### Job Allocations

Your Vice Chancellor, Provost or Dean for each division across campus will distribute the approved allocations across the different departments. When those allocations are entered into the Work-Study Management System all active supervisors will receive an email from the Work-Study Coordinator in the Financial Aid and Scholarships office with further instruction. Supervisors will be given a deadline to create and activate their job postings for the specific term before the jobs go live in Roo Career Network for students to begin applying.

First, supervisors should check how many allocations they were awarded by the head of their division. The allocation amount will be listed on the top of the homepage/dashboard under the supervisors SSO and department.

### To Enter a New Job

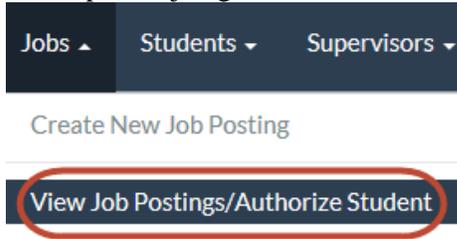
- A. Click on Jobs > Create New Job Posting.



- B. You are viewing the Department Information (auto-populated for the supervisor) and the Job Information sections. Use the drop-down and empty boxes to complete the job creation process. The students will see almost this exact same screen on Roo Career Network's Work-Study Job Postings Site. Supervisors will not have access to log into Roo Career Network, which is why we made the Job Screen almost identical to what the student sees on their end.
- C. Below is an example of the information to input into each section. Department Information will auto-populated with the supervisor's information so supervisors will start in the Job Information section. Below you can find the [Job Description Example](#).
- D. When you have finished, click "**Submit Posting/Save Changes.**" The information is now saved and available for viewing in Roo Career Network.
- E. If you try to enter more jobs than you were allocated an error message will appear. Follow instructions in the error message if you believe the message is in error.

## View Job Descriptions/Authorize Student

To view the created job description/posting, to make any edits to the job description/posting, and to authorize a student into a specific job go to: Jobs > View Job Postings/Authorize Student

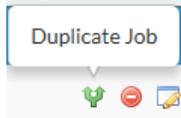


### Job List

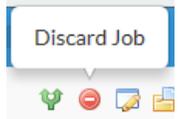
A listing of all your job postings.

A. On the right hand side there are 4 icons:

a) Duplicate Job- duplicate an already created job description



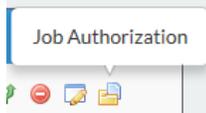
b) Discard Job- trash an already created job description



c) Edit Job- make any edits to a created job description



d) Job Authorization- After verifying that the student has an award the supervisors will then need to authorize the student into the Work-Study Management System before starting their hire paperwork. A student should never start working until their hiring paperwork is complete; job authorization is step one in the hiring process.



B. Active and Filled—what do these mean?



a) Active: To make a job active or inactive go into the Edit Job icon, scroll to the bottom, and change the Job Active from Yes to No. However, jobs should always remain active so that they are open in Roo Career Network, or so that a student can be successfully authorized into that position. The only reason a job should be made inactive is if a department no longer needs that allocation.

b) Filled: This flag will automatically flip from N (no) to Y (yes) as soon as a student is successfully authorized into that job via the Job Authorization icon.

### C. Edit Jobs

It is not necessary to discard a job that was created due to a grammatical error. You can edit the job description at any time and it will update in real-time in Roo Career Network.

- a) Jobs should always remain active:

**Position Active:**  
 

- If a position is made inactive that tells the Work-Study Coordinator that the allocation is no longer needed in your department and will be redistributed to another department.
- If a supervisor must make a job inactive please reach out to the Work-Study Coordinator at [finaid@umkc.edu](mailto:finaid@umkc.edu) to discuss the decision of making it inactive. When a student is authorized into that position it must remain active, but the job posting will vanish from Roo Career Network once a student is authorized.

- b) How To Apply section:

#### How To Apply:

- This section is particularly important because the students have an option in Roo Career Network to send work-study job descriptions to their UMKC email accounts. This helps the student organize the jobs they are most interested in so they know how to apply. Be sure to make the application process specific.
- For example:
  - Please send an email to Jane Doe at [janedoe@umkc.edu](mailto:janedoe@umkc.edu) with your resume, class schedule, student ID, and availability to see about setting up an interview.
  - To Apply please go to (*enter link to online application*) to complete our online application. You will be notified within 48 hours about setting up an interview. If you have any questions please send an email to [janedoe@umkc.edu](mailto:janedoe@umkc.edu), or call Jane Doe at (816)235-0000.

- c) Once you have made your corrections click on “Submit Posting/Save Changes” button at the bottom:



### **Job Authorization:** Adding a student to the Work-Study Management System.

Once the supervisor has checked that the student has a work-study award, has interviewed the student, offered the job and received an offer-accept from the student they may authorize the student into the Work-Study Management System. After authorizing the student the HR hiring paperwork may be completed.

The next steps for the HR hiring paperwork can be found on the Authorization Page/Confirmation page after a student is successfully authorized into the Work-Study Management System.

### **To authorize a student:**

- A. Jobs >**
- B. View Job Postings/Authorize Student >**
- C. Click the Job Authorization  icon next to the job they were hired >**
- D. Enter Student's ID number >**
- E. Click Authorize Student button >**
- F. Enter the Pay Rate (\$8.00-\$10.50) >**
- G. Submit Authorization >**
- H. Print the Authorization Page (confirmation page)**
- I. Student can now be viewed on the Dashboard/Homepage. Click the UMKC logo , or go to Students > Current Work-Study Employees to return to the dashboard.**

## Students

### Check Work-Study Award

- A. Enter the student's emplID (student ID #) and click *Check Award*
- B. Always check to ensure the student has a work-study award for a given term before setting up an interview.
- C. Four different messages may appear as the Award Lookup Results:
  1. **Student does not have a work-study award and the student was not found on the work-study wait list:** Students are never added to a wait list automatically. Marking 'yes' to work-study on the FAFSA does not guarantee an award nor does it automatically add a student to a wait list. You can advise the student to reach out to the Financial Aid and Scholarships office to request to be added to the wait list.
  2. **Student was found on the work-study wait list only:** The information provided will show the position number they sit on the work-study wait list. At this moment the student has not qualified for a work-study award. The student's file will be reviewed once enough funding becomes available.
  3. **Student is authorized into another department:** Students can only hold one work-study job at a time. If you receive this message the student may think they can hold more than one work-study job, or the student is thinking about leaving their current department. Supervisors can inquire with the student or reach out to the Work-Study Coordinator to confirm.
  4. **Student has a work-study award:** The student's work-study award amount will be listed. Supervisors should check the student's eligibility and award before setting up an interview to make sure the student qualifies for work-study. For a FALLSPRING term the student may have a full academic year award of \$4600 or a one semester award of \$2300. The SUMMER term work-study award amount is usually \$3600. There are times when a student does not receive the full amount of the award due to their financial need. So the above, while a good guideline, is not necessarily the rule.

### Current Work-Study Employees

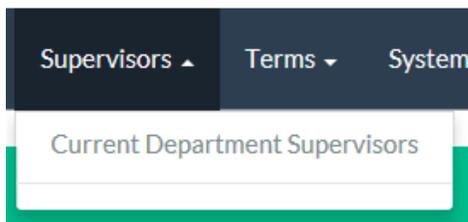
- To get back to Homepage or Dashboard screen
- OR click on the UMKC symbol at the top of the page to return to the homepage:



## Supervisors

Allows supervisors to see other supervisors authorized into that department.

- A. An active account will be symbolized by a "Y" under Active, and an "N" if inactive.
- B. If you see that a supervisor has a "Y" and is no longer with your department please reach out to the Work-Study Coordinator in the Financial Aid and Scholarships department to revoke their authorization.



## Change Work-Study Term

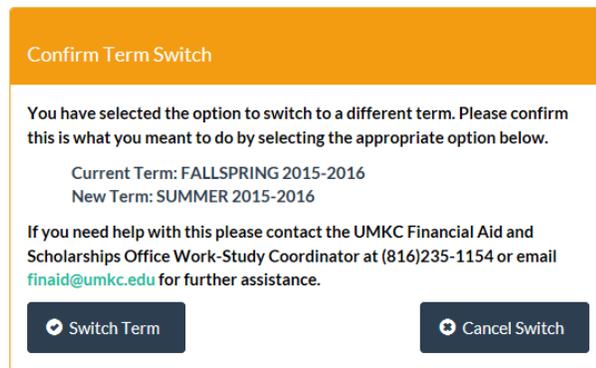
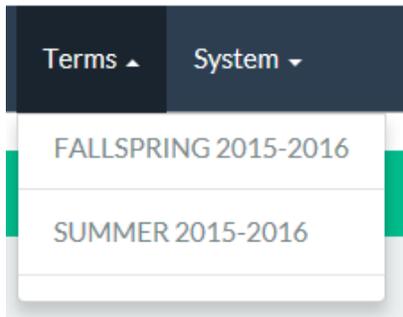
Allows you to manage students and jobs for either FALLSPRING or SUMMER terms. These terms are independent from each other.

A. The “Current Term” will always be defaulted to the current semester at the top of the Dashboard:



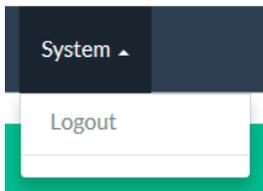
B. To change the FALLSPRING Term to SUMMER Term or SUMMER term to FALLSPRING term:

- Terms > choose the term you would like to switch to.
- A “Confirm Term Switch” message will appear > If you want to continue select the “switch term” button. If you want to cancel the term switch select the “cancel switch” button:



## System

This is the logout function. If you exit out of the screen this will automatically log you out also.



## Error Notifications

Error reports or notification will appear to warn or notify a supervisor of a problem.

1. You have used all of your department’s work-study allocations. The system will not allow you to enter more job openings than you have been allocated.
2. No information exists for the student you are trying to hire. You cannot hire this student on the Work-Study payroll.
3. When switching terms from FALLSPRING to SUMMER or SUMMER to FALLSPRING a notification will pop up with a warning that must be accepted to continue.

## **Frequently Asked Questions:**

### **How do I change a current work-study employee's pay rate?**

To change a student's pay rate supervisors must: 1) contact the Work-Study Coordinator by email stating the pay rate change amount. This pay rate change will be updated manually in the Work-Study Management System. 2) Submit an updated ePAF to their HR liaison to be formally updated with HR and the Payroll Office.

### **How do I revoke a student's authorization in the Work-Study Management System so I can repost the position on Roo Career Network?**

On the final day of the student's employment with a department the supervisor may submit an email request to the Work-Study Coordinator in the Financial Aid and Scholarships Office. The student must be revoked from their position before that job can be reposted in Roo Career Network for another student to apply.

Reasons to revoke a student's authorization:

1. The student no longer qualifies for the Federal Work-Study program
2. Student is being let go from a position
3. The student graduated in December and the department wants to reopen the allocation for a spring work-study student

Reason the student may not be revoked from their work-study authorization:

1. They have utilized 65% of a full academic year work-study award (earned \$2990 of a \$4600 work-study award). For more information on this policy please see Federal Work-Study Handbook.

### **Can I reprint the student's authorization page to add to HR's hiring paperwork?**

Login to the Work-Study Management System and on the homepage/dashboard you will find a  printer symbol. Click on the printer icon and print the Authorization Reprint screen to submit with the student's hiring paperwork. The authorization page tells the HR department that the student is FICA exempt as a Federal Work-Study student.

## Job Description Example

### Department Information

**Department Name:** Financial Aid and Scholarships  
**Supervisor SSO:** janedoe  
**Supervisor First name:** Jane  
**Supervisor Last name:** Doe  
**Title:** Student Support Specialist II  
**Email:** janedoe@umkc.edu  
**Telephone:** (816)235-0000

### Job Information

**Aid Term:** Fall/Spring  
**Job Title:** Customer Service Assistant  
**Pay Range:** \$8.00 to \$9.25  
**Weekly Hours:** 15

#### **Weekly Work Schedule:**

“Students will work approximately 10-15 hours/week. We will work around your class schedule to set your hours each week throughout the semester. Preference will be given to students who can work between 11am and 2pm each day.”

**OR**

“12-15 hours per week; Monday- Friday 8:00am to 5:00 pm”

**Job Category:** Administrative/Customer Service

#### **Essential Duties May Include:**

*This section populates according to the Job Category you selected above—for the Administrative/Customer Service example this is the auto-populated essential duties:*

Identify needs of individual and appropriately assist with questions or concerns at front desk.  
Politely greet students and guests to provide quality customer service; Answer phones.  
Assess questions; offer solutions or additional resources such as a manager to assist.  
Demonstrate professionalism in a confidential setting.  
Implement existing/new tasks, projects and/or ideas with accuracy and enthusiasm.  
Promote services by serving as a representative through conversations with fellow students.  
Data entry, mailing and other clerical duties as assigned.  
Open/Close office responsibilities as needed.

#### **Additional Duties May Include:**

The qualifying candidate will assist full-time staff with various projects including:

- Scanning and linking incoming documents into Image Now System
- Filing incoming documents
- Verification
- Stuffing envelopes
- Other clerical duties
- Politely assist incoming students with financial aid questions and concern

**Transferable Skills** (Check all that apply)

Select All Transferable Skills

- Ambition
- Communication
- Cooperation
- Courtesy
- Customer service
- Initiative
- Innovation
- Integrity
- Judgment
- Organization
- Problem-solving
- Professionalism
- Project Management
- Reliability
- Teamwork

**Additional Qualifications and Skills:**

This position is open to students of all academic majors. However, students from these areas of study might be particularly interested in this position: Communication Studies, Psychology, and Business.

**Physical Effort:** Minimal Physical Effort (General Office Duties)

**Level of Experience Required:** 0 to 1 year experience

**Level of Supervision Exercised:** Under immediate supervision: Work checked at frequent intervals

**Customer Service Interactions:**

Very frequent levels of contact involving explanation and problem solving

**Assignment Types:** One task at a time that usually can be completed within a few hours

**Confidential Information Access:** Required

**Exposure to Hazardous Materials:** No

**If you answered YES to Exposure to Hazardous Materials please describe:** N/A

**Additional Comments:**

Looking for students who are eager to learn and willing to help their peers. This job requires excellent customer service and attention to detail. For more information about our office and policies please visit our website [www.sfa.umkc.edu](http://www.sfa.umkc.edu).

**How to Apply:**

Email Jane Doe at [janedoe@umkc.edu](mailto:janedoe@umkc.edu) with resume attached.

If you receive an out of office email, please forward emails to [finaid@umkc.edu](mailto:finaid@umkc.edu)

**Position Active:** Yes