Student-Funded Fellowships (SFF) Work-Study Enrollment

A meeting will be held on April 21st at 12:00 p.m. in 0225 South Hall to collect the required employment documents for your SFF/Work-Study enrollment and to discuss the process for submitting timesheets. **PLEASE NOTE: WORK-STUDY CANNOT BEGIN BEFORE MAY 5TH AND MUST BE COMPLETED BY AUGUST 21ST** The following are written instructions with links to the needed forms.

Instructions for Completing SFF Work-Study Employment Forms

**Step 1: Complete or Update the Online Student Employment Application**

Go to the [Wolverine Access website](https://wolverineaccess.umich.edu) See: Students/Student Business

- Login by entering your unique name and password
- Select Student Employment Application
- Complete the application and submit online

For assistance in completing the application, see:

[Student Employment Application Step by Step Assistance](#) (PDF).

Note: Please review your address and other personal information to ensure that it is current. You do not need to provide a hardcopy of this document.

**Step 2: Federal Form I-9 Employment Eligibility Verification Form**

Everyone working in the United States, including students, must complete this federal form when beginning a job with an employer. Complete only Section 1 of the I-9 form. Section 2 will be completed by a financial aid representative at the meeting. You must present two forms of identification for verification with this completed form that establish your identity and employment eligibility. Please provide the following verification documents at the SFF/Work-study meeting: (a) original Drivers License presented with a valid Social Security card or birth certificate (certified copy), (b) or passport. Other documents that are also acceptable are outlined on the second page of the [I-9 form](#), see: acceptable documents.
Step 3: Direct Deposit Authorization Form
Direct Deposit is the University’s recommended method for delivering your paycheck. It’s easy and convenient because your paycheck is deposited directly to your bank account, and you can access your pay stubs from any computer through the Wolverine Access website. Direct deposit also eliminates the possibility of hardcopy checks being delayed or lost in the mail.

Go to the [Wolverine Access website](https://wolverineaccess.umich.edu)
See: Students/Student Business
- Login by entering your unique name and password
- Select: “Payroll and Compensation”
- Select: “Direct Deposit”
- Select: “Add Account” button and enter your account information as required.

Step 4: W4 Tax Forms (Federal and Michigan Tax Withholding)
You must complete both a Federal W-4 and Michigan W-4 Tax Withholding form (even if you are not working in Michigan). Please complete and print a hardcopy of these forms to submit to the Financial Aid Office. Since each person’s situation is unique and we are not qualified to give tax advice, we cannot provide advice on how many allowances you should declare for tax withholding purposes. Complete the “Personal Allowances Worksheet” on the Federal W-4, to calculate the number of allowances you should declare.

Please note: If last year you received a full refund of all income tax withheld because you had no tax liability and this year you expect a refund of all income tax withheld because you expect to have no tax liability, you may enter “exempt” for your withholding allowance for both federal and state. No federal or state tax will be withheld, if you qualify for exempt status.

Getting Paid

You are receiving work-study funding on a bi-weekly basis through UM payroll. You will begin receiving your funding on the first pay cycle after the start date of your summer work assignment.

SFF Work-Study students are required to work 400 hours over a period of no less than 10 weeks over the summer to qualify for their award. You cannot start work before May 5th and the last day that you can work is August 21st. **HOLIDAY PAY IS NOT AVAILABLE FOR TEMPORARY EMPLOYEES.** You also may not work more than 40 hours in a single week.

See: [Timesheet due dates and pay schedule](#) sheet
Completing and Submitting Timesheets for Work-Study Recipients

Step 1: Complete Timesheet (be sure to check your umich email for reminders)
- Hours worked should be submitted online, every two weeks through the Wolverine Access website: Faculty & Staff
- Click on Employee Self-Service
- Enter your unique name and password
- Select “Time Reporting”
- Click “Report Time”
- Select “Timesheet”
- Enter hours worked per day (cannot exceed 40 hours per week)
- Select “REG” in the pull-down menu for Time Reporting Code field
- Click “Submit” button.

Step 2: Provide supervisor approval
- We need to know that your supervisor approved your hours, and the instructions below are the easiest way to do that.
- After you have entered your hours worked into the online timekeeping system, you need to take a screenshot of the time that was entered.
- To take a screenshot:
  - Windows users press the Print Screen button, and then go to Microsoft Paint, Word, Notepad or your email and press CTRL+V, which will paste the saved image onto the screen.
- Email the screenshot of your timesheet as an attachment or just copy and paste it into an email and send it to the Financial Aid contact: hoppecr@umich.edu and be sure to cc your supervisor.

Note: Without completion of both the online timecard and email notification, your time reporting is incomplete and you will not be paid for that time period until the following pay period.
The University of Michigan Law School
Financial Aid Office

701 South State Street
South Hall, Suite 2200
Ann Arbor, MI 48109-3091

Voice: 734.764.5289
Fax: 734.763.7761

Important Dates for Student Funded Fellowships

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<tr>
<th>For Period:</th>
<th>Submit Timesheet to:</th>
<th>Work-study pay dates*</th>
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<td>Crystal Hoppe</td>
<td>5/08/15 5/15/15</td>
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<tr>
<td>5/10/15 – 5/23/15</td>
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To qualify for your SFF funding, you are required to work a minimum of 350 hours over the summer over a minimum of 9 weeks.

Work Study Recipients:
Your reported time cannot exceed 40 hours per week.

SFF/WORKSTUDY IS NOT ELIGIBLE FOR HOLIDAY PAY AND HOLIDAYS DO NOT COUNT TOWARD THE COMPLETION OF YOUR 400 HOURS.