

Stay on course with these tutor guidelines

- A paycheck will be issued only when a valid timesheet has been submitted.
- Timesheets will not be accepted for pay periods that have not begun.

If you need to revise the number of hours reported on a previously submitted timesheet, you must complete a new timesheet for the pay period. This “revised” timesheet will replace the original timesheet, and should report the actual hours worked during the entire pay period.

You must meet and maintain general financial aid eligibility criteria for Federal Work-study, including Satisfactory Academic Progress. If you lose eligibility for financial aid, including work-study, due to SAP, your offer may be canceled.

Stay tuned to your WMU email account for updates about your financial aid status. Changes to your Federal Work-study offer will be reflected in your financial aid offer letter. View it online, as frequently as you like, using [GoWMU](#).

If you have not received a paycheck within four weeks of the start of the semester, your Federal Work-study offer may be canceled.

If you are approaching the four-week deadline and have not received a paycheck, contact financial aid if you are planning to become employed and wish to retain your offer.