

FEDERAL WORK - STUDY (FWS) PAYROLL INFORMATION

Student's Name: _____ • EMPLID: _____
Job Site: _____ Telephone #: _____
Supervisor: _____ Designated Time Keeper: _____
Alternate Supervisor: _____ FWS Offer: \$ _____ Pay Rate: \$ _____
Hire Approval Date: _____ Total # hours to work to earn FWS offer: _____

Instructions to Supervisor/Designated Time Keeper:

- You can keep track of the timesheet pay periods, due dates, and earnings for each student by completing the entries on the chart provided. Only the supervisor or designated time keeper can approve the timesheet in the TimesheetX system. You should print/save all timesheets for your records.
- Students can only work if they have remaining FWS funds and continue to meet all FWS program eligibility requirements.
- Students can be paid only for those hours actually worked. Federal and State law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than six consecutive hours. After the 6th hour, one half hour is the minimum break allowed.
- Use the chart on the FWS Payroll Schedule to track student's utilization of hours. You are responsible for making sure that students do not work in excess of their FWS stipulated amount.
- Time sheets are due at the end of each pay period, on Friday. If a student's last day of work is on a Saturday, the time sheet is due that same day.
- Timesheets must be submitted online via TimesheetX on the Student Employment website. Each timesheet must be submitted and approved by the supervisor/ designated time keeper according to the due dates listed. (Failure to do so may result in missing the City University deadline and cause a delay in the student's payment). You must notify your FWS employee if your time sheet submission is late.
- If a student drops below six credits, withdrew (officially or unofficially) or stopped attending classes, the student must stop working immediately and FWS staff should be notified immediately. The job site will be responsible for paying the student for any work performed once they were no longer program eligible.
- Retain a copy of the time sheet for five [5] years for your records.

Instructions to Student:

- Time sheets are usually for a two-week period. Use the FWS Payroll Schedule for the dates of each payroll period. Students can view their timesheets on the [NextGen website](#).
- You are required to take a mandatory half hour break after working six [6] consecutive hours.
- Total hours for the day must not include breaks, lunch or supper periods.
- You are responsible for making sure that you do not work for more than your FWS offer.
- You may not work during times you are scheduled to attend classes as per your official registration on CUNYfirst.
- If a student drops below six credits, withdrew (officially or un-officially) or stopped attending classes, you must inform your supervisor and must stop working immediately. FWS staff should be notified immediately. The job site will be responsible for paying the student for any work performed once they were no longer program eligible.
- Your class and work schedules must not conflict with each other.
- You can keep track of the timesheet due dates, pay periods and earnings, by completing the entries using the chart provided.
- You should print/save all timesheets for your records. Verify that you are paid for each time sheet submitted by your supervisor.

Note: If you are not enrolled for at least 6 credits during summer, intersession, and/or working at an off-campus job site, you may be required to have FICA tax withheld from your earnings.

If there are any errors on a timesheet this will delay the payment process (examples: if the timesheet indicates 12:00am-3:00am instead of 12:00pm-3:00pm for hours worked; if the student worked during a time that the student is scheduled to have class on CUNYfirst, etc.). Timesheets with errors will be returned to the supervisor for corrections.

2023 - 2024 FEDERAL WORK-STUDY (FWS) PAYROLL SCHEDULE

SPECIAL NOTE: This schedule should be used by the FWS Supervisor/Designated Time Keeper and FWS student to record and track time sheet(s) submitted via TimesheetX and remaining hours.

Ms. Jennifer Clarke: Payroll Assistant

Pay Period Number	Pay Period	Available Hours	Current Hours Worked	Remaining Hours	Time Sheet Due	Check Date (Direct Deposit)
4	07/02 - 07/15				07/14/23	07/27/23
5	07/16 - 07/29				07/28/23	08/10/23
6	07/30 - 08/12				08/11/23	08/24/23
7*	08/13 - 08/26				08/25/23	09/07/23
8	08/27 - 09/09				09/08/23	09/21/23
9	09/10 - 09/23				09/22/23	10/05/23
10*	09/24 - 10/07				10/06/23	10/19/23
11	10/08 - 10/21				10/20/23	11/02/23
12	10/22 - 11/04				11/03/23	11/16/23
13*	11/05 - 11/18				11/17/23	11/30/23
14	11/19 - 12/02				12/01/23	12/14/23
15	12/03 - 12/16				12/15/23	12/28/23
16^	12/17 - 12/30				12/29/23	01/11/24
17*	12/31 - 01/13				01/12/24	01/25/24
18*^	01/14 - 01/27				01/26/24	02/08/24
19*	01/28 - 02/10				02/09/24	02/22/24
20	02/11 - 02/24				02/23/24	03/07/24
21	02/25 - 03/09				03/08/24	03/21/24
22	03/10 - 03/23				03/22/24	04/04/24
23	03/24 - 04/06				04/05/24	04/18/24
24	04/07 - 04/20				04/19/24	05/02/24
25	04/21 - 05/04				05/03/24	05/16/24
26	05/05 - 05/18				05/17/24	05/30/24
27^	05/19 - 05/22				05/22/24	06/13/24

Holidays (College Closed):

Labor Day – 09/04/23
Columbus Day – 10/9/23
Thanksgiving Holiday – 11/23/23-11/24/23
Christmas Holiday – 12/24/23-12/25/23

New Year’s Holiday - 12/31/23-01/01/24
Martin Luther King Jr. Day - 01/15/24
Lincoln’s Birthday - 02/12/24
President’s Day –02/19/24

No classes scheduled (College Open):

09/15/23-09/17/23
 09/24/23 – 09/25/23
 11/22, 11/25 – 11/26/23
 03/29/24 – 03/31/24
 04/22/24 - 04/30/24 (Spring Recess)

Conversion Days:

10/10/23 (Monday Schedule)
 02/22/24 (Monday Schedule)
 02/28/24 (Monday Schedule)

***Indicates Pay Period which includes**

first day of semester:

08/25/22 (Fall)
 01/02/24 (Winter)
 01/25/24 (Spring)

^Indicates Pay Period which includes

last day of semester:

12/20/23 (Fall)
 01/23/24 (Winter)
 05/22/24 (Spring)

IMPORTANT PAYROLL INFORMATION

- The FWS STUDENT-EMPLOYER HIRE APPROVAL EMAIL states that the student must stop working when the allocated funds limit has been earned or when the “LAST DAY TO WORK” has been reached, whichever comes first. The Financial Aid Office cannot pay students who have worked prior to the hire approval date, worked beyond the FWS offer allocation or worked past the last day to work.
- The FWS program for Fall 2023 ends Wednesday, December 20, 2023.
- The student may have FICA tax withheld from their earnings: (a) if the student is not enrolled for at least 6 credits during the summer, (b) during the intersession period and/or (c) if the student is working at an OFF-CAMPUS job site.
- Please be sure that your current address is accurate on CUNYfirst.
- You should consider having your financial aid payments including FWS wages deposited directly into your checking or savings account. You may enroll in direct deposit via CUNYfirst. For more information follow the instructions on CUNY's page using the link below: <https://www.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/>
- If you are not enrolled in direct deposit and do not receive a check in the mail after waiting ten business days, please:
 - Send an email to fws@brooklyn.cuny.edu to make an inquiry.
 - If the timesheet was received after the deadline, it will be processed for the next check distribution date.
 - If the timesheet was not submitted and approved by your supervisor, ask your supervisor or designated time keeper to submit the timesheet. It will be reviewed and considered for processing for the next scheduled pay period.
- If you still have not received a check, you should send an email to: fws@brooklyn.cuny.edu and the status will be reviewed. You will be notified if a STOP PAYMENT will be placed on the check. It takes several weeks for a replacement check to be reissued. Students are encouraged to sign up for direct deposit to avoid a delay in payment of funds.
- If you receive the original check in the mail after the STOP PAYMENT process has been initiated, do not cash the check. The original check has already been stopped and CANNOT be cashed.
- Report lost, stolen, or mutilated FWS checks to the FWS Office immediately via email.
- The FWS program for Spring 2024 ends on May 22, 2024.