

FEDERAL WORK STUDY (FWS) PAYROLL INFORMATION

Supervisor / Alternate Supervisor

1. You can keep track of the timesheet due dates, pay periods, and earnings for each student by completing the entries on the reverse side of this page. Only the supervisor or alternate supervisor can approve the timesheet. You should print all timesheets for your records.
 - Students can only work if they have remaining FWS funds.
2. Timesheets must be submitted online via TimesheetX on the Student Employment website. Each timesheet must be submitted and approved by the supervisor according to the due dates listed (see page 2). Failure to do so may result in missing the City University deadline and cause a delay in the student's payment.

Student

1. You can keep track of the timesheet due dates, pay periods and earnings, by completing the entries on the reverse side of this page. You should print all timesheets for your records.
2. If you are not enrolled for at least 6 credits during summer, intersession, and/or working on an off-campus job site, you may be required to pay FICA tax of 7.65% of earnings.
3. The Office of the University Controller of The City University of New York will distribute all financial aid payments.
 - Please be sure that your current address is accurate and updated on CUNYfirst.
 - You should consider having your financial aid payments directly deposited into your checking or savings account. For more information, contact the Bursar's Office, Rm. A-103, or call (212) 650- 8705. You may enroll in direct deposit via CUNYfirst.
4. If you do not receive a check in the mail after waiting ten business days, please:
 - Check with the Financial Aid Office to see if the timesheet may have been received after the timesheet due date. 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 alternate supervisor to submit the timesheet. It will be processed for the next scheduled pay period.
 - If you still have not received a check, you should place a STOP PAYMENT on the check in the Financial Aid Office. The University will issue a replacement check in approximately 4-6 weeks.

Keep in mind that if there are any errors on a timesheet this will delay the payment process. For example, if the timesheet indicates 1:00am-3:00am instead of 1:00pm-3:00pm for hours worked, the timesheet will be rejected for corrections.

Report lost, stolen, or mutilated FWS checks to the Financial Aid Office immediately. If you receive the original check in the mail after the STOP PAYMENT process has been initiated, **you must return the original check to the Financial Aid Office**. The original check has already been stopped and **CANNOT** be cashed.

2019/2020 FEDERAL WORK STUDY (FWS) PAYROLL SCHEDULE

THIS SCHEDULE SHOULD BE USED BY THE FWS SUPERVISOR/ALTERNATE SUPERVISOR AND STUDENT TO RECORD AND TRACK THE FWS STUDENT AIDE'S TIMESHEET(S). BRING THIS SHEET WITH YOU WHEN MAKING INQUIRIES.

Student's Name _____
 Department _____
 Supervisor _____
 Hire Date _____ Award \$ _____

EMPLID _____
 Rm# _____ Tel# _____
 Alternate Supervisor _____
 Pay Rate \$ _____ Total # hours _____

	Cycle	Pay Period	Timesheet Due Date		Check Payment Date	Hours Worked	Hours Left
			Student (11:59 PM)	Supervisor (3:00 PM)			
Summer 2019	4	07/07/19-07/20/19	07/20/19	07/22/19	08/01/19		
	5	07/21/19-08/03/19	08/03/19	08/05/19	08/15/19		
	6	08/04/19-08/17/19	08/17/19	08/19/19	08/29/19		
	7	08/18/19-08/31/19	08/31/19	09/02/19*	09/12/19		
Fall 2019	8	09/01/19-09/14/19	09/14/19	09/16/19	09/26/19		
	9	09/15/19-09/28/19	09/28/19	09/30/19	10/10/19		
	10	09/29/19-10/12/19	10/12/19	10/14/19*	10/24/19		
	11	10/13/19-10/26/19	10/26/19	10/28/19	11/07/19		
	12	10/27/19-11/09/19	11/09/19	11/11/19	11/21/19		
	13	11/10/19-11/23/19	11/23/19	11/25/19	12/05/19		
	14	11/24/19-12/07/19	12/07/19	12/09/19	12/19/19		
	15	12/08/19-12/21/19	12/21/19	12/23/19	01/02/20		
Winter 2020	16	12/22/19-01/04/20	01/04/20	01/06/20	01/16/20		
	17	01/05/20-01/18/20	01/18/20	01/20/20*	01/30/20		
	18	01/19/20-02/01/20	02/01/20	02/03/20	02/13/20		
Spring 2020	19	02/02/20-02/15/20	02/15/20	02/17/20*	02/27/20		
	20	02/16/20-02/29/20	02/29/20	03/02/20	03/12/20		
	21	03/01/20-03/14/20	03/14/20	03/16/20	03/26/20		
	22	03/15/20-03/28/20	03/28/20	03/30/20	04/09/20		
	23	03/29/20-04/11/20	04/11/20	04/13/20	04/23/20		
	24	04/12/20-04/25/20	04/25/20	04/27/20	05/07/20		
	25	04/26/20-05/09/20	05/09/20	05/11/20	05/21/20		
	26	05/10/20-05/23/20	05/23/20	05/25/20*	06/04/20		

Please Note: Due to holidays, time sheet due dates with an * are due the following day at 10:00am.

IMPORTANT PAYROLL INFORMATION:

- ❖ The FWS STUDENT-EMPLOYER CONTRACT states that the student must stop working when the award 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 contract date, worked beyond the award limit or worked past the last day to work.**
- ❖ The student may be required to pay FICA TAX of 7.65% of earnings: (a) if he/she is not enrolled for at least 6 credits during the summer, (b) during the intersession period and/or (c) if he/she is working at an OFF-CAMPUS job site.
- ❖ The **LAST DAY TO WORK** for the **Fall 2019/Spring 2020** FWS Program is Friday, May 22, 2020.
- ❖ The student must stop working on the last day of **Fall** semester which is Friday, December 20, 2019 if he/she does not intend to register for 6 credits for the Spring 2020 semester.
- ❖ **If the student drops below 6 credits during the Fall/Spring semester, HE/SHE MUST STOP WORKING IMMEDIATELY. The student is no longer eligible for Federal Work Study.**
- ❖ **COLLEGE CLOSED:** For 2019- 7/4, 7/12, 7/19, 7/26, 8/2, 8/9, 9/2, 10/14, 11/28, 11/29, 11/30, 12/1, 12/24, 12/25, 12/31
 For 2020- 1/1, 1/20, 2/12, 2/17