2011 SUMMER FEDERAL WORK-STUDY PROGRAM (SFWS) PAYROLL SCHEDULE

Below is a schedule and important payroll information. All time sheets are to be kept on site with the supervisor. The payroll period must be indicated on each time sheet submitted using the payroll calendar below. The top sections of the time sheet must be completed fully and accurately to ensure prompt processing.

COMPLETE TIME SHEET IN BLUE OR BLACK INK AS FOLLOWS:

A. **HEADING:** All the information requested must be completed and is necessary for processing.

B. **SUPERVISOR AND STUDENT:** CERTIFY THAT THE STUDENT’S RECORD OF SERVICE IS CORRECT AND DOES NOT CONFLICT WITH THE STUDENT’S CLASS SCHEDULE (which should be discussed and obtained during the hiring process). Supervisors must verify with student that 6 credits and enrollment requirements are maintained. ALL INCOMPLETE TIME SHEETS WILL BE RETURNED. Questions pertaining to the processing of time sheets for Summer 2011 should be directed to Ms. Clarke at (718) 951-5179.

C. **TIME SHEETS:** PLAN STUDENT’S WORK SCHEDULE BASED ON THE REQUIREMENT THAT WORK MUST BE REPORTED IN HALF-HOUR OR FULL-HOUR TIME UNITS IN ACCORDANCE WITH THE STUDENT’S CLASS SCHEDULE. NO EXCEPTIONS.

D. Any changes to time sheet entries must be legible and clearly initialed by the FWS supervisor. All incomplete or illegible time sheets will be returned.

E. Original copy (white) of the time sheet is mailed to the Office of Financial Aid. The second copy (yellow) of the time sheet is the FWS Supervisor’s copy. The third copy (pink) of the time sheet is the student’s copy. Please retain the appropriate copy for your records. Supervisors must keep their copies of all work-study documents and time sheets for a minimum of five years for audit purposes.

F. Review each time sheet carefully. If a student’s work performance is unsatisfactory contact Ms. Grant at (718) 951- 5178.

**2011 SFWS PAYROLL CALENDAR**

*STUDENTS MAY WORK A MAXIMUM OF 25 HOURS/MINIMUM OF 6 HOURS PER WEEK DURING THE SUMMER*

**USE CHART TO KEEP TRACK OF YOUR HOURS,**

<table>
<thead>
<tr>
<th>CYCLE</th>
<th>PAYPERIOD</th>
<th>Available Hours</th>
<th>Current Hours</th>
<th>Remaining Hours</th>
<th>TIMESHEET DUE</th>
<th>CHECK Date</th>
<th>Anticipated Check Mail Date</th>
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<tr>
<td>010</td>
<td>6/6 - 6/10</td>
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<td>6/18 – 7/1</td>
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<td>* 8/26</td>
<td>9/14</td>
<td>9/13</td>
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* July 4, 2011 – CUNY will be closed due to the observance of July 4th.
* August 26, 2011 – Time sheet due on a Friday!

THE LAST DAY THAT STUDENTS MAY WORK FOR THE SUMMER IS 8/25/11 OR WHENEVER THEIR AWARDS ARE EXPENDED, WHICHEVER COMES FIRST. THE OFFICE OF FINANCIAL AID WILL NOT PAY FOR ANY HOURS WORKED AFTER AUGUST 25, 2011.

**** SUPERVISORS ARE RESPONSIBLE FOR ENSURING THAT STUDENTS DO NOT WORK DURING SCHEDULED CLASS HOURS AS PER THEIR REGISTRATION STATEMENT (WEBSIMS). NO STUDENT WILL BE PAID FOR WORK IN EXCESS OF HIS/HER STIPULATED AWARD FROM FWS FUNDS. BOTH THE FEDERAL WORK-STUDY SUPERVISOR AND STUDENT ARE RESPONSIBLE FOR MONITORING THE WORK-STUDY BUDGET. PLEASE USE THE PAYROLL CHART ABOVE TO MONITOR EARNINGS FOR EACH PAY PERIOD TO AVOID ANY STUDENT WORKING IN EXCESS OF THEIR STIPULATED HOURS. PAYMENT OF ANY EXCESS EARNINGS IS THE RESPONSIBILITY OF THE DEPARTMENT, OFFICE OR OFF CAMPUS AGENCY, WHICH PERMITTED THEIR FWS STUDENT EMPLOYEE TO WORK AFTER WORK-STUDY FUNDS WERE FULLY UTILIZED.
TIME SHEETS must reflect hours worked in half-hour or full-hour time units.
- One half hour unpaid work break is mandatory if the student works more than five consecutive hours. The break must be indicated on the time sheet.
- Total hours for the day must not include breaks, lunch or supper periods.

Time sheets should be kept in the supervisor’s possession. The students should only have access to them to sign in and out each day that they report for work. All time sheets will be in the supervisor’s possession on the day the payroll period ends and they can be mailed promptly at the end of each work period. **Supervisors are responsible for ensuring the student’s class schedule does not conflict with the work schedule (time sheet). Please review each time sheet before mailing to the Financial Aid Office.** If you need additional time sheets or have any questions regarding payroll, please call Ms. Clarke at (718) 951-5179.

**IMPORTANT:** Federal Work Study supervisors must mail the FWS time sheets to the Office of Financial Aid. Please do not send students with time sheets. Faxes will not be accepted. If a time sheet is submitted late, students may have to wait no less than four (4) weeks to receive payment for that work period.

**NOTE:** Time sheets submitted more than two pay periods after the due date must be accompanied by a letter from the supervisor explaining the delay.

**WARNING:** Misrepresentation of actual hours worked and/or forgeries are serious offenses and will be treated as such.

**FICA INFORMATION**

1. Wages for all students working off campus will be subject to FICA deductions.
2. All wages earned by students working on campus during the summer will be subject to FICA withholding. **However, students who register and maintain 6 credits during the summer session will not have FICA taken out while in attendance, providing written notification is submitted to the Federal Work-Study staff at the time of job placement.**
3. If a pay period includes a period of time subject to FICA, the entire pay period will have FICA deducted.