

This enhanced payroll tool offers the supervisor additional assistance in managing the FWS time sheets and maintaining a record of hours utilized by their FWS employee. The supervisor will know how many hours are available at the end of each pay period so they can ensure the student does not work in excess of their hours stipulated on the Federal Work-Study Program Student/Employer Acknowledgements form.

INSTRUCTIONS

- 1) Open the digital time sheet file and scroll down to the 3rd page, which is the FWS Payroll Schedule: enter the number of available FWS hours for the current semester (for the Summer and Fall semesters, enter the Fall award, and for the Winter and Spring semesters, enter the Spring award) on the payroll table in the first entry for "Available Hours." This information can be found on the Federal Work-Study Program Student/Employer Acknowledgements form.
- 2) Scroll to the 4th page and fill out the header with the required information. Please fill in ALL of the fields correctly. This information will be entered only once, when you prepare the first time sheet for the student.
- 3) Enter the Pay Period number in the upper right hand corner and press ENTER key.
- 4) Fill out the work schedule grid (p. 4) with hours worked in accordance with the requirements of the Work-Study Program. Make sure time entered does not overlap with the student's official class schedule on CUNYfirst.
- 5) On the last day worked for the pay period: complete the time sheet, double check all information and the click green button (circle with triangle arrow), located in the lower right hand corner of the time sheet (p. 4).
- 6) Save a copy of the electronic time sheet (recommended file name format: *last name – first name – pay period*). Print the time sheet. Supervisor and student must sign time sheet in blue or black ink (preferable to use blue ink to distinguish original from copy). A copy of the original time sheet must be retained for your records. A copy must also be given to the student employee. Record retention is required for at least five [5] years.
- 7) The fourth page must be used to keep track of the student's utilization of hours. If everything is done correctly, information from time sheet will be added to the 3rd page automatically.
- 8) Upon transitioning into the Winter/Spring semester, calculate the available hours by adding the Spring award to the number in the first entry for the "Available Hours" on pg. 3. Then replace the current entry with the newly calculated total.
- 9) In order to work with another pay period for the same student, use "X" button on the 4th page. It will keep the header information, and will only delete pay period number and data in the time schedule fields.
- 10) To prepare other time sheets for the same student, repeat steps from 3 to 8 using the most recent file/pay period.

Full clean up:

You can also delete all information from the form, including personal and header information. It could be useful when you prepare a time sheet for a new student, who does not have a template yet. In order to reset the form, click "RESET" button on page 3, right above the table on the left hand side.

INSTRUCTIONS

Instructions to Supervisors:

1. Fill out time sheet daily.
2. 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 consecutive hour one half hour is the minimum break allowed.
3. All entries must be legible. If an error is made, complete a new time sheet for submission.
4. Certify the student's hours by signing your name in the space provided in blue or black ink. Have the student sign the designated certification on the timesheet. Another individual may not sign for the FWS supervisor or the FWS employee. No other person is authorized to sign on behalf of the student or the FWS supervisor. **Signing another person's name on a legal document: any time sheet or official forms/documents is prohibited.**
5. Indicate your evaluation of the student's work performance by checking the appropriate box (on front). If you checked no, contact the Financial Aid Office / FWS staff for assistance.
6. A student may work up to an average of twenty hours a week during the academic year unless you are notified otherwise by the student's college. During certain periods such as summer vacation, students may be eligible to work more than twenty hours, with the permission of the college designee (FWS Coordinator or Financial Aid Director) and the supervisor.
7. Please give the student a copy of the time sheet for his/her records.
8. Retain a copy of the time sheet (for five [5] years) for your records and mail original copy to the Office of Financial Aid. You will be notified if any changes are required on the time sheet. In the event of an audit these files may be requested.
9. 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 awards. Payment of any excess hours worked will be the responsibility of the department, office or job site.
10. Upon transitioning into the Winter/Spring semester, calculate the available hours by adding the Spring award to the number in the first entry for the "Available Hours" on pg. 3. Then replace the current entry with the new total.

Instructions to Students:

1. Time sheets are usually for a two-week period. Use the FWS Payroll Schedule for the dates of each payroll period. There is only ONE PAYROLL PERIOD PER SHEET. Do not split or combine pay periods.
2. **You are required to take at least a ½ hour break after working six [6] consecutive hours.**
3. Total hours for the day must not include breaks, lunch or supper periods.
4. You are responsible for making sure that you do not work for more than your FWS award.
5. You may not work during the times that you are scheduled to attend classes as per your official registration. **Reminder: your class and work schedules must not conflict with each other.**
6. Students who dropped below six credits, withdrew (officially or un-officially) or stopped attending classes must stop working immediately.
7. **The student must sign their timesheet. It is prohibited to have another person sign your name on your timesheet.**

**A LATE, IMPROPERLY COMPLETED TIME SHEET WILL SUBSTANTIALLY DELAY PAYMENT.
CALL AND SPEAK TO THE FWS PAYROLL STAFF IF YOU HAVE ANY QUESTIONS.**

Telephone Contact Numbers: (718) 951-5179 or (718) 951-5178

2017 - 2018 Bi-Weekly Payroll for Work Study

For student and site supervisor use

Student's Name:

Job Location:

EMPL ID:

SIGN UP FOR DIRECT DEPOSIT OR SCHOLAR CARD! FASTER ACCESS TO YOUR FINANCIAL AID MONEY!

SPECIAL NOTE: Time sheets submitted which are not in compliance with FWS payroll procedures will be returned to the supervisor. Unsigned time sheets will be returned for appropriate signature(s). Acceptable signatures are those indicated on the 2017-2018 Federal Work Study Program Student/Employer Acknowledgements form. Late time sheets must have an official letter from the supervisor attached justifying late submission. Time sheets are now due on a Friday unless the student works on the last Saturday of the pay period or the college is closed.

FWS Payroll Assistant: Ms. Jennifer Clarke

Telephone #: (718) 951-5179 E-mail: jclarke@brooklyn.cuny.edu

Pay Period Number	Pay Period Dates		Available Hours	Used Hours	Timesheet Due Date	Pay Date
	Begin	End				
1	05/28/17	06/10/17			06/09/17	06/22/17
2	06/11/17	06/24/17			06/23/17	07/06/17
3	06/25/17	07/08/17			07/07/17	07/20/17
4	07/09/17	07/22/17			07/21/17	08/03/17
5	07/23/16	08/05/17			08/04/17	08/17/17
6	08/06/17	08/19/17			08/18/17	08/31/17
7	08/20/17	09/02/17			09/01/17	09/14/17
8	09/03/17	09/16/17			09/15/17	09/28/17
9	09/17/17	09/30/17			09/29/17	10/12/17
10	10/01/17	10/14/17			10/13/17	10/26/17
11	10/15/17	10/28/17			10/27/17	11/09/17
12	10/29/17	11/11/17			11/10/17	11/22/17
13	11/12/17	11/25/17			11/25/17	12/07/17
14	11/26/17	12/09/17			12/08/17	12/21/17
15	12/10/17	12/20/17			12/21/17	01/04/18
16	12/24/17	01/06/18			01/05/18	01/18/18
17	01/07/18	01/20/18			01/19/18	02/01/18
18	01/21/18	02/03/18			02/02/18	02/15/18
19	02/04/18	02/17/18			02/16/18	03/01/18
20	02/18/18	03/03/18			03/02/18	03/15/18
21	03/04/18	03/17/18			03/16/18	03/29/18
22	03/18/18	03/31/18			03/30/18	04/12/18
23	04/01/18	04/14/18			04/13/18	04/26/18
24	04/15/18	04/28/18			04/27/18	05/10/18
25	04/29/18	05/12/18			05/11/18	05/24/18
26	05/13/18	05/24/18			05/25/18	06/07/18

Unused hours:

INTERSESSION (1/2/2018 - 1/23/2018): STUDENTS NOT RETURNING WITH A MINIMUM ENROLLMENT STATUS OF 6 CREDITS IN THEIR DIVISION OF MATRICULATION FOR SPRING 2017 MAY NOT WORK AFTER DECEMBER 20, 2017. FWS supervisors must e-mail requests to FWS@brooklyn.cuny.edu for approval for student to work after January 2nd. Student may not work until you receive an e-mail approval from the FWS staff.

Memorial Day – 05/29/17
Independence Day – 07/04/17
Conversion Day – 07/10/17 (Tuesday Schedule)
Fall Semester Begins – 08/25/17
No Classes Scheduled – 09/03/17
Labor Day – 09/04/17
Conversion Day – 09/19/17 (Thursday Schedule)
No Classes Scheduled – 09/20/17 - 9/22/17
No Classes Scheduled – 09/29/17 - 9/30/17

Columbus Day – 10/09/17
Conversion Day – 11/21/17 (Friday Schedule)
Thanksgiving Recess – 11/23/17 - 11/26/17
Fall 2017 Final Examinations – 12/14/17 - 12/20/17
Last Day of Fall Semester – 12/20/17
Holidays Observed – 12/24/17 - 12/25/17
New Year Holiday – 12/31/17 - 1/01/18
Winter Intersession Begins – 01/02/18
College Closed – 01/15/18

Winter Intersession Ends – 01/23/18
Spring 2017 Semester Begins – 01/27/18
Lincoln's Birthday – 02/12/18
President's Day – 02/19/18
Conversion Day – 02/20/18 (Monday Schedule)
Spring Recess – 03/30/18 - 04/08/18
Conversion Day – 04/11/18 (Friday Schedule)
Spring 2018 Final Examinations – 05/17/18 - 05/24/18
Last Day of Spring Semester – 05/24/18

THE CITY UNIVERSITY OF NEW YORK FEDERAL WORK-STUDY TIME SHEET

PLEASE READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM!

BUSINESS UNIT

DEPARTMENT

Return Completed Time Sheet To: **Financial Aid Office**

**Brooklyn College
2900 Bedford Avenue
308 West Quad Center
Brooklyn, New York 11210**

EmplID

Pay Period Begins

Pay Period Ends

/ / TO / /

Student's Name _____

Last

First

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Social Security Number

Supervisor's Name (Print) _____

\$ _____ Hourly Pay Rate

Agency Name/College Dept. (To be used for "on-campus" position.) _____

Agency Address _____

Student's email address _____

Work Location _____

Work Address (if different) _____

Supervisor's email address _____

Work Telephone Number _____

Extension _____

Time sheet should be mailed immediately to the Financial Aid Office for the student whose work schedule ends any day prior to the last day of the pay period. **Sign in blue or black ink.**

Current hours available:

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN.							
MON.							
TUE.							
WED.							
THU.							
FRI.							
SAT.							

Total Hours for 1st Week ➡

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN.							
MON.							
TUE.							
WED.							
THU.							
FRI.							
SAT.							

Total Hours for 2nd Week ➡

I certify that:

- the record of hours worked, as submitted on this time sheet is correct.
- the hours worked did not conflict with the student's official class schedule on CUNYfirst.
- all work has been performed satisfactorily. ☐ yes ☐ no

Supervisor's signature (blue or black ink) _____

ALL TIME SHEETS MUST BE MAILED

I certify that:

- the record of hours worked, as submitted on this time sheet is correct.
- the hours I worked did not conflict with my official class schedule on CUNYfirst.

Student's signature (blue or black ink) _____

Total Hours for Pay Period

A minimum of a half hour break is required after 6 consecutive hours of work.

2017-2018 FEDERAL WORK-STUDY (FWS) PROGRAM WORK and PAYROLL SCHEDULE

NOTE: THIS PAYROLL SCHEDULE IS NOT FOR PUBLIC SERVICE CORPS INTERNS.

REMINDER: ALL STUDENTS MUST REGISTER FOR AND MAINTAIN A MINIMUM OF SIX GRADUATE OR SIX UNDERGRADUATE CREDITS EACH SEMESTER AND BE MATRICULATED IN THAT DIVISION PER PROGRAM GUIDELINES. STUDENTS WHO DROP BELOW SIX CREDITS, WITHDRAW (officially or un-officially) OR STOP ATTENDING CLASSES MUST STOP WORKING IMMEDIATELY. STUDENTS ARE RESPONSIBLE TO NOTIFY THEIR SITE SUPERVISOR AND THE FWS STAFF IN THE BROOKLYN COLLEGE FINANCIAL AID OFFICE. THE LAST DAY THAT STUDENTS MAY WORK IS **May 24, 2018** OR WHENEVER THEIR AWARDS ARE EXPENDED, **WHICHEVER COMES FIRST**. THE OFFICE OF FINANCIAL AID WILL NOT PAY FOR ANY HOURS WORKED AFTER **May 24, 2018** OR IF STUDENT NO LONGER MEETS FWS PROGRAM REQUIREMENTS.

FALL/SPRING:

MAXIMUM WORK HOURS PER WEEK: 20	MINIMUM WORK HOURS PER WEEK: 6
*The FWS supervisor and student should discuss the work schedule to best utilize the FWS award allocated for each semester. Due to the current budget, funds may not be available to increase FWS awards.	

FICA:

- 1. Wages for all students working off-campus will be subject to FICA deductions.
- 2. Wages earned during intersession may have FICA taken out for students placed on campus. If a pay period includes a period of time subject to FICA, the entire pay period may have FICA deducted.

⇒ **DIRECT DEPOSIT**

Enroll in Direct Deposit today and your next financial aid refund can be deposited right into your personal bank account!
You only need your bank account and bank routing numbers.
To enroll, go to CUNYfirst Self-Service > Campus Finances > Manage My Account.

*Students who do not have direct deposit or the CUNY Scholar Support Card will have their checks mailed. Delivery of mail may vary. Students are advised to verify the accuracy of their address information on their CUNYfirst account. For FWS students: priority mailing is to the home address.

COMPLETE TIME SHEET AS FOLLOWS:

- A. **HEADING:** All the information requested must be completed, especially the name, social security number and EMPLID. This information is necessary for proper processing of the payroll.
- B. Review the time sheet carefully. If a student’s work performance is unsatisfactory contact **Ms. Grant at (718) 951-5816**.
- C. **SUPERVISOR AND STUDENT CERTIFY THAT THE STUDENT’S RECORD OF WORK IS CORRECT AND DOESN’T CONFLICT WITH STUDENT’S OFFICIAL CLASS SCHEDULE (which should be discussed and obtained during the hiring process). ALL INCOMPLETE TIME SHEETS WILL BE RETURNED. Questions pertaining to the processing of time sheets should be directed to Ms. Clarke at (718) 951-5179**
- D. **TIME SHEETS MUST BE SIGNED IN BLUE INK OR BLACK INK AND REFLECT WORK COMPLETED IN HALF-HOUR OR FULL- HOUR TIME UNITS. BLUE INK IS PREFERRED BECAUSE IT WILL MAKE IT EASIER TO DISTINGUISH THE ORIGINAL FROM THE COPIES.**
 - **An unpaid work break is mandatory if the student works more than six consecutive hours. The break must be indicated on the time sheet after the 6th consecutive hour. One half hour is the required minimum break.**
 - **Total hours for the day must not include breaks, lunch or supper periods.**
- E. Any change to an entry, requires completion of a new time sheet. Incomplete or inaccurate time sheets will be returned.
- F. Original copy of the time sheet is mailed to the Office of Financial Aid. Please retain a copy for your records and give the student a copy. **Supervisors must keep copies of all work-study documents and time sheets for a minimum of five years for audit purposes.**
- G. **Late Time Sheets:** FWS Supervisors must submit a memo justifying any time sheets submitted late. Supervisors who repeatedly submit student’s time sheets late may jeopardize participation in FWS Program.

****** SUPERVISORS ARE RESPONSIBLE FOR ENSURING THAT STUDENTS DO NOT WORK DURING SCHEDULED CLASS HOURS. 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 PROVIDED TO MONITOR USAGE OF HOURS AND 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 are kept in the supervisor’s possession. The student should only have access to them to sign on the last day worked of a given pay period. The time sheet **must be mailed** to the Financial Aid Office. **Supervisors are responsible for ensuring the student’s class schedule does not conflict with the work schedule (time sheet). Verify that the student doesn’t work during class time.** If you need the current time sheet template or have any questions regarding payroll, please call **Ms. Clarke at 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.

WARNING: Misrepresentation of actual hours worked and/or forgery is a serious offense and will be treated as such.