# 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.

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.

**A LATE, IMPROPERLY COMPLETED OR ILLEGIBLE TIME SHEET WILL SUBSTANTIALLY DELAY PAYMENT. CALL AND SPEAK TO THE FWS PAYROLL STAFF IF YOU HAVE ANY QUESTIONS.**
**(718) 951-5179 or (718) 951-5178**

# 2016 - 2017 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 2016-2017 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 | 05/29/16 | 06/11/16 | | | 06/10/16 | 06/23/16 |
| 2 | 06/12/16 | 06/25/16 | 0.0 | | 06/24/16 | 07/07/16 |
| 3 | 06/26/16 | 07/09/16 | 0.0 | | 07/08/16 | 07/21/16 |
| 4 | 07/10/16 | 07/23/16 | 0.0 | | 07/22/16 | 08/04/16 |
| 5 | 07/24/16 | 08/06/16 | 0.0 | | 08/05/16 | 08/18/16 |
| 6 | 08/07/16 | 08/20/16 | 0.0 | | 08/19/16 | 09/01/16 |
| 7 | 08/21/16 | 09/03/16 | 0.0 | | 09/02/16 | 09/15/16 |
| 8 | 09/04/16 | 09/17/16 | 0.0 | | 09/16/16 | 09/29/16 |
| 9 | 09/18/16 | 10/01/16 | 0.0 | | 09/30/16 | 10/13/16 |
| 10 | 10/02/16 | 10/15/16 | 0.0 | | 10/14/16 | 10/27/16 |
| 11 | 10/16/16 | 10/29/16 | 0.0 | | 10/28/16 | 11/10/16 |
| 12 | 10/30/16 | 11/12/16 | 0.0 | | 11/11/16 | 11/23/16 |
| 13 | 11/13/16 | 11/26/16 | 0.0 | | 11/25/16 | 12/08/16 |
| 14 | 11/27/16 | 12/10/16 | 0.0 | | 12/09/16 | 12/22/16 |
| 15 | 12/11/16 | 12/21/16 | 0.0 | | 12/23/16 | 01/03/17 |
| 16 | 12/26/16 | 01/07/17 | 0.0 | | 01/06/17 | 01/19/17 |
| 17 | 01/08/17 | 01/21/17 | 0.0 | | 01/20/17 | 02/02/17 |
| 18 | 01/22/17 | 02/04/17 | 0.0 | | 02/03/17 | 02/16/17 |
| 19 | 02/05/17 | 02/18/17 | 0.0 | | 02/17/17 | 03/02/17 |
| 20 | 02/19/17 | 03/04/17 | 0.0 | | 03/03/17 | 03/16/17 |
| 21 | 03/05/17 | 03/18/17 | 0.0 | | 03/17/17 | 03/30/17 |
| 22 | 03/19/17 | 04/01/17 | 0.0 | | 03/31/17 | 04/13/17 |
| 23 | 04/02/17 | 04/15/17 | 0.0 | | 04/14/17 | 04/27/17 |
| 24 | 04/16/17 | 04/29/17 | 0.0 | | 04/28/17 | 05/11/17 |
| 25 | 04/30/17 | 05/13/17 | 0.0 | | 05/12/17 | 05/25/17 |
| 26 | 05/14/17 | 05/26/17 | 0.0 | | 05/26/17 | 06/08/17 |

Unused hours: 0

**INTERSESSION (1/3/2017 - 1/24/2017): STUDENTS NOT RETURNING WITH A MINIMUM ENROLLMENT STATUS OF 6 CREDITS IN THEIR DIVISION OF MATRICULATION FOR SPRING 2017 MAY NOT WORK AFTER DECEMBER 21, 2016. 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 – 5/30/16
Independence Day – 7/04/16
Conversion Day – 7/05/16 (Monday schedule)
Conversion Day – 7/06/16 (Monday schedule)
Fall Semester Begins – 8/25/16
Labor Day – 9/05/16
Conversion Day – 10/06/16 (Monday Schedule)
Columbus Day – 10/10/16
Conversion Day – 10/14/16 (Tuesday Schedule)

Thanksgiving Recess – 11/24/16 -11/27/16
Fall 2016 Final Examinations – 12/14/16 - 12/21/16
Last Day of Fall Semester – 12/21/16
No Work Scheduled – 12/22/16 - 12/25/16
Holidays Observed – 12/23/16 - 12/26/16 (College Closed)
New Year – 12/30/16 - 1/2/17
Winter Intersession – 1/03/17 - 1/24/17
Martin Luther King Jr. Day – 1/16/17
Spring 2017 Semester Begins – 1/30/17

Lincoln's Birthday – 2/13/17
Conversion Day – 2/15/17 (Monday Schedule)
President's Day – 2/20/17
Spring Recess – 4/10/17 - 4/18/17
Conversion Day – 4/20/17 (Monday Schedule)
Spring 2017 Final Exams – 5/22/17 - 5/26/17
Last Day of Spring Semester – 5/26/17