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Last	First	Empl ID#
_____	_____	
Date	Student's signature	

## **2013 SUMMER FEDERAL WORK -STUDY PROGRAM (SFWS) PAYROLL SCHEDULE**

**SIGN UP FOR DIRECT DEPOSIT OR SCHOLAR CARD! FASTER ACCESS TO YOUR FINANCIAL AID MONEY!**  
(Links provided on next page)

Below is a schedule and important payroll information. All time sheets are to be completed on site by the FWS 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.

*Academic Year 2013-2014: Time sheets are due on Friday as per schedule below except when the college is closed.*

### 2013 SFWS PAYROLL SCHEDULE

CYCLE	PAYPERIOD	TIME SHEET DUE	CHECK DATE	ANTICIPATED CHECK MAIL DATE	AVAILABLE HOURS	HOURS WORKED	HOURS LEFT
<b>10</b>	6/3-6/7	6/7	6/26	6/25			
<b>20</b>	6/8-6/21	6/21	7/10	7/9			
<b>30</b>	6/22-7/5	7/5	7/25	7/24			
<b>40</b>	7/6-7/19	*7/22	8/8	8/7			
<b>60</b>	7/20-8/2	*8/5	8/21	8/20			
<b>80</b>	8/3-8/16	8/16	9/5	9/4			
<b>90</b>	8/17-8/27	8/27	9/11	9/10			

Unused hours:

- July 4, 2013 – CUNY will be closed due to the observance of July 4<sup>th</sup>.

\*Please note due dates are Monday: 7/22, 8/5

THE **LAST DAY** THAT STUDENTS MAY WORK FOR THE SUMMER IS **8/27/13** OR WHENEVER THEIR AWARDS ARE EXPENDED, **WHICHEVER COMES FIRST**. THE OFFICE OF FINANCIAL AID WILL NOT PAY FOR ANY HOURS WORKED AFTER **AUGUST 27, 2013**.

\*\*\*\* SUPERVISORS ARE RESPONSIBLE FOR ENSURING THAT STUDENTS DO NOT WORK DURING SCHEDULED CLASS HOURS AS PER THEIR REGISTRATION STATEMENT (CUNYfirst). 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.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION.

**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 are kept in the supervisor's possession. The students should only have access to sign at the end of the pay period. 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 pay 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 assistance with time sheets or have any questions regarding payroll, please call Ms. Clarke at (718) 951-5179.

**IMPORTANT:** Federal Work Study supervisors must mail all 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. Supervisors who repeatedly submit student's time sheets late may jeopardize program participation.

**\*NOTE:** Time sheets submitted late 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, provided 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.

### **DIRECT DEPOSIT & SCHOLAR DEBIT CARD INFORMATION:**

- ⇒ **DIRECT DEPOSIT IS NOW AVAILABLE.**  
VISIT <http://www.brooklyn.cuny.edu> FOR DETAILS.
- ⇒ **CUNY SCHOLAR SUPPORT PREPAID CARD**  
VISIT <http://www.enroll.citiprepaid.com/cuny> FOR DETAILS.

**Summer Federal-Work Study Program ends on August 27, 2013**