**2012 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 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 2012 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. All time sheets must be legible. If a change is needed complete, a new time sheet. Incomplete or illegible time sheets will be returned.

E. 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 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.

**2012 SFWS PAYROLL CALENDAR**

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

<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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</thead>
<tbody>
<tr>
<td>030</td>
<td>6/23 – 7/6</td>
<td>7/9</td>
<td>7/26</td>
<td>7/25</td>
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<td>040</td>
<td>7/7 – 7/20</td>
<td>7/23</td>
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<td>7/21 – 8/3</td>
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<td>8/18 – 8/24</td>
<td>8/27</td>
<td>9/12</td>
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</table>

- July 4, 2012 – CUNY will be closed due to the observance of July 4th.
- Brooklyn College is closed on the Fridays listed during the summer: June 29th, July 13th, July 20th, July 27th, August 3rd, August 10th

Key: * ONE WEEK PAY PERIOD

THE LAST DAY THAT STUDENTS MAY WORK FOR THE SUMMER IS 8/24/12 OR WHENEVER THEIR AWARDS ARE EXPENDED, WHICHEVER COMES FIRST. THE OFFICE OF FINANCIAL AID WILL NOT PAY FOR ANY HOURS WORKED AFTER AUGUST 24, 2012.

**** SUPERVISORS ARE RESPONSIBLE FOR ENSURING THAT STUDENTS DO NOT WORK DURING SCHEDULED CLASS HOURS AS PER THEIR RESIGISTRATION 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.

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 should be 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 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 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.