

## FEDERAL WORK - STUDY (FWS) PAYROLL INFORMATION

Student's Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Job Site: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Designated Time Keeper: \_\_\_\_\_

Alternate Supervisor: \_\_\_\_\_

FWS Offer: \$ \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_

Hire Approval Date: \_\_\_\_\_

Total # hours to work to earn FWS offer: \_\_\_\_\_

### Instructions to Supervisor/Designated Time Keeper:

- You can keep track of the timesheet due dates, pay periods, and earnings for each student by completing the entries on the 2nd page. Only the supervisor or designated time keeper can approve the timesheet. You should print/save all timesheets for your records.
- Students can only work if they have remaining FWS funds and continue to meet all FWS program eligibility requirements.
- 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 6<sup>th</sup> hour, one half hour is the minimum break allowed.
- 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 stipulated amount.
- Retain a copy of the time sheet for five [5] years for your records.
- Timesheets must be submitted online via TimesheetX on the Student Employment website. Each timesheet must be submitted and approved by the supervisor/ designated time keeper according to the due dates listed (see page 2). Failure to do so may result in missing the City University deadline and cause a delay in the student's payment.
- If a student drops below six credits, withdrew (officially or un-officially) or stopped attending classes, the student must stop working immediately and FWS staff should be notified immediately. The job site will be responsible for paying the student for any work performed once they were no longer program eligible.

### Instructions to Student:

- Time sheets are usually for a two-week period. Use the FWS Payroll Schedule for the dates of each payroll period. Students can view their timesheets on the [NextGen website](#).
- You are required to take at least a one half hour break after working six [6] consecutive hours.
- Total hours for the day must not include breaks, lunch or supper periods.
- You are responsible for making sure that you do not work for more than your FWS offer.
- You may not work during the times that you are scheduled to attend classes as per your official registration on CUNYfirst.
- If a student drops below six credits, withdrew (officially or un-officially) or stopped attending classes, the student must stop working immediately and FWS staff should be notified immediately. The job site will be responsible for paying the student for any work performed once they were no longer program eligible.
- Reminder: your class and work schedules must not conflict with each other.
- You can keep track of the timesheet due dates, pay periods and earnings, by completing the entries on page 2.
- You should print/save all timesheets for your records.

If you are not enrolled for at least 6 credits during summer, intersession, and/or working at an off-campus job site, you may be required to have FICA tax withheld from your earnings.

*Keep in mind that if there are any errors on a timesheet this will delay the payment process (examples: if the timesheet indicates 12:00am-3:00am instead of 12:00pm-3:00pm for hours worked; if the student worked during a time that the student is scheduled to have class on CUNYfirst, etc.). If there are any errors, timesheet will be rejected and returned for corrections by the supervisor. This does not apply to specific approved courses i.e. student teaching, clinical work or field work courses.*

**2022 - 2023 FEDERAL WORK - STUDY (FWS) PAYROLL SCHEDULE  
(THIS IS NOT A TIME SHEET!)**

**SPECIAL NOTE:** This schedule should be used by the FWS Supervisor/Designated Time Keeper and FWS Student to record and track the FWS Student's time sheet(s) submitted via TimesheetX

Ms. Jennifer Clarke: Payroll Assistant      2022 - 2023 FWS Payroll Schedule

Pay Period Number	Pay Period	Available Hours	Current Hours Worked	Remaining Hours	Time Sheet Due	Check Date (Direct Deposit)
5	07/17 – 07/30				08/01/22	08/11/22
6	07/31 – 08/13				08/15/22	08/25/22
7*	08/14 – 08/27				08/29/22	09/08/22
8	08/28 – 09/10				09/12/22	09/22/22
9	09/11 – 09/24				09/26/22	10/06/22
10**	09/25 – 10/08				10/11/22	10/20/22
11	10/09 – 10/22				10/24/22	11/03/22
12	10/23 – 11/05				11/07/22	11/17/22
13**	11/06 – 11/19				11/21/22	12/01/22
14	11/20 – 12/03				12/05/22	12/15/22
15	12/04 – 12/17				12/19/22	12/29/22
16^	12/18 – 12/31				01/03/23	01/12/23
17**	01/01 – 01/14				01/17/23	01/26/23
18*	01/15 – 01/28				01/30/23	02/09/23
19**	01/29 – 02/11				02/13/23	02/23/23
20	02/12 – 02/25				02/27/23	03/09/23
21	02/26 – 03/11				03/13/23	03/23/23
22	03/12 – 03/25				03/27/23	04/06/23
23	03/26 – 04/08				04/10/23	04/20/23
24	04/09 – 04/22				04/24/23	05/04/23
25	04/23 – 05/06				05/08/23	05/18/23
26	05/07 – 05/20				05/22/23	06/01/23
27^	05/21 – 05/25				06/05/23	06/15/23

**\*\*Due to holidays, Pay Periods 10, 13, 17, and 19 have a two day timesheet input window**

**Holidays (College Closed):**

**Labor Day** – 09/05/22

**Yom Kippur** – 10/04/22-10/05/22

**Columbus Day** – 10/10/22

**Thanksgiving Holiday** – 11/24/22-11/25/22

**Christmas Holiday** – 12/24/22-12/25/22

**Christmas observed** – 12/26/22

**New Years Holiday** - 12/31/22-01/01/23

**New Years observed** – 01/02/23

**Martin Luther King Jr. Day** - 01/16/23

**Lincoln's Birthday Observed** - 02/12/23

**Lincoln's Birthday** - 02/13/23

**President's Day** – 02/20/23

**No classes scheduled (College Open):**

09/02/22-09/04/22

09/26/22-09/27/22

11/26/22-11/27/22

04/05/23-04/13/23

**Conversion Days:**

09/29/22 (Mon. Schedule)

02/21/23 (Mon. Schedule)

**\*Indicates Pay Period which includes**

**first day of semester:**

08/25/22 (Fall)

01/03/23 (Winter)

01/25/23 (Spring)

**^Indicates Pay Period which includes**

**last day of semester:**

12/21/22 (Fall)

01/24/23 (Winter)

05/25/23 (Spring)

## IMPORTANT PAYROLL INFORMATION

- The FWS STUDENT-EMPLOYER HIRE APPROVAL EMAIL states that the student must stop working when the allocated funds limit has been earned or when the “LAST DAY TO WORK” has been reached, whichever comes first. The Financial Aid Office cannot pay students who have worked prior to the hire approval date, worked beyond the FWS offer allocation or worked past the last day to work.
- The FWS program for Fall 2022 ends Wednesday, December 21, 2022.
- The student may be required to pay FICA TAX on their earnings: (a) if the student is not enrolled for at least 6 credits during the summer, (b) during the intersession period and/or (c) if the student is working at an OFF-CAMPUS job site.
- Please be sure that your current address is accurate and updated on CUNYfirst.
- You should consider having your financial aid payments including FWS wages directly deposited into your checking or savings account. You may enroll in direct deposit via CUNYfirst. For more information follow the instructions on CUNY's page on the link below:  
<https://www.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/>
- If you are not enrolled in direct deposit and do not receive a check in the mail after waiting ten business days, please:
  - Send an email to [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu) to inquire if the time sheet may have been received after the due date.
    - If the timesheet was received after the deadline, it will be processed for the next check distribution date.
    - If the timesheet was not submitted and approved by your supervisor, ask your supervisor or designated time keeper to submit the timesheet. It will be reviewed and considered for processing for the next scheduled pay period.
- If you still have not received a check, you should send an email to: [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu) and the status will be reviewed. You will be notified if a STOP PAYMENT will be placed on the check. It takes several weeks for a replacement check to be reissued. Students are encouraged to sign up for direct deposit to avoid a delay in payment of funds.
- If you receive the original check in the mail after the STOP PAYMENT process has been initiated, do not cash the check. The original check has already been stopped and CANNOT be cashed.
- Report lost, stolen, or mutilated FWS checks to the FWS Office immediately via email.