



OFFICE OF FINANCIAL AID
120 EAST 149TH STREET ROOM B 111-115
BRONX NY 10451

FEDERAL WORK-STUDY (FWS) PROGRAM



2013–2014 ACADEMIC YEAR FWS Payroll Calendar

NAME: _____

2013-2104 FWS AWARD: \$ _____ .00

MAXIMUM HOURS: _____

Payroll #	PAY PERIOD	TIMESHEET DEADLINE	PAYDATE	HOURS WORKED	HOURS REMAINING
1	06/16/13-06/29/13	07/01/13	07/11/13		
2	06/30/13-07/13/13	07/15/13	07/25/13		
3	07/14/13-07/27/13	07/29/13	08/08/13		
4	07/28/13-08/10/13	08/12/13	08/22/13		
5	08/11/13-08/24/13	08/26/13	09/05/13		
6	08/25/13-09/07/13	09/09/13	09/19/13		
7	09/08/13-09/21/13	09/23/13	10/03/13		
8	09/22/13-10/05/13	10/07/13	10/17/13		
9	10/06/13-10/19/13	10/21/13	10/31/13		
10	10/20/13-11/02/13	11/04/13	11/14/13		
11	11/03/13-11/16/13	11/18/13	11/27/13		
12	11/17/13-11/30/13	12/02/13	12/12/13		
13	12/01/13-12/14/13	12/16/13	12/26/13		
14**	12/15/13-12/28/13	12/30/13	01/09/14		
15	12/29/13-01/11/14	01/13/14	01/23/14		
16	01/12/14-01/25/14	01/27/14	02/06/14		
17	01/26/13-02/08/14	02/10/14	02/20/14		
18	02/09/14-02/22/14	02/24/14	03/06/14		
19	02/23/14-03/08/14	03/10/14	03/20/14		
20	03/09/14-03/22/14	03/24/14	04/03/14		
21	03/23/14-04/05/14	04/07/14	04/17/14		
22	04/06/14-04/19/14	04/21/14	05/01/14		
23	04/20/13-05/03/14	05/05/14	05/15/14		
24	05/04/13-05/17/14	05/19/14	05/29/14		
25	05/18/13-05/23/14	05/26/14	06/12/14		

****BW 15 is paid in calendar year 2014 and will be on the 2014 forms W-2, but the pay period end date occurs in 2013.**

Time sheet due date subject to change based on CUNYfirst down time.

**** Last payroll (25) is a one week payroll**

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Important Information

- ❖ Students must register and preserve at least halftime (6 credits) enrollment, and also maintain Satisfactory Academic Progress (SAP) in order to remain as active student employees under the Federal Work Study Program.
- ❖ The Federal Work-Study yearly award/budget is indicated on the provided contract.
- ❖ Number of hours and working schedule is to be arranged between students and supervisor.
- ❖ The Work Period is not to exceed twenty (20) hours per week when classes are in session.
- ❖ You may not work during your scheduled class time.
- ❖ A minimum unpaid recess of thirty (30) minutes is required after working five (5) consecutive hours.
- ❖ Timesheets are due every Monday following the end date of work period, and must include an authorized supervisor's signature. Timesheets are to be delivered to the Office of Financial Aid by U.S. mail, inter-office mail or hand delivered, in a closed sealed envelop, by the close of business on the day indicated on this calendar (timesheet deadline).
- ❖ If you have elected the direct deposit or Scholar Support (CUNY debit card) payment option, your funds (paycheck) will be deposited to your direct deposit or Scholar Support account on the indicated date (payday). If you have not sign up for direct deposit or Scholar Support, your work-study check will be mailed to your address on file on the indicated date. Students may sign up for direct deposit, CUNY Scholar Card and have access to you paystubs by signing in to your CUNYfirst account (refer to student manual)
- ❖ **YOU and YOUR Supervisor(s) are responsible for monitoring your FWS award. Make sure you do not exceed your FWS budget.**

HOLIDAYS – COLLEGE CLOSINGS

2013

Monday, September 2.....	Labor Day—College Closed
Sunday, October 13	
Monday, October 14.....	College Closed
Thursday, November 28-	
Sunday, December 1	Thanksgiving Recess – College is closed
Tuesday, December 24.....	College is closed
Wednesday, December 25.....	College is closed
Tuesday, December 31.....	College is closed

2014

Wednesday, January 1	College is closed
Monday, January 20.....	Martin Luther King, Jr.'s Birthday
Wednesday, February 12.....	Lincoln's Birthday
Monday, February 17.....	.President's Day

- ❖ **Pay dates are on Thursdays, however, due to holiday observances some payrolls have been changed (you will be notified via email and information will be available on the Hostos Community College website).**
- ❖ **IF YOU ARE A CANDIDATE FOR GRADUATION FOR JANUARY 2014, YOUR LAST WORKING DAY IS DECEMBER 23, 2013.**
- ❖ **THE LAST WORKING DAY FOR THE 2013-2014 ACADEMIC YEAR IS FRIDAY MAY 23, 2014.**