



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

FEDERAL WORK-STUDY (FWS) PROGRAM



2014-2015 ACADEMIC YEAR FWS Payroll Calendar

NAME: _____

EMPLID# _____

2014-2015 FWS AWARD: \$ _____ .00

MAXIMUM HOURS: _____

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

****BW 13 is paid in calendar year 2015 and will be on the 2015 forms W-2, but the pay period end date occurs in 2014.**

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 (FWS) Program.
- ❖ The Federal Work-Study yearly award/budget is indicated on the provided Student/Employer Acknowledges form.
- ❖ Number of hours and work 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 minutes is required after working six (6) 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 the CUNY Scholar Support Card payment option, your FWS funds (paycheck) will be deposited to your direct deposit or CUNY Scholar Support account on the indicated date (**pay date**). If you have not signed up for direct deposit or the CUNY Scholar Support Card, your FWS funds (paycheck) will be mailed to your address on file on the indicated date (**pay date**). Students may sign up for direct deposit, CUNY Scholar Card and have access to their paystubs by signing in to their CUNY First 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

2014

Monday, September 1	Labor Day—College Closed
Monday, October 13	College Closed
Thursday, November 27- Sunday, November 30	Thanksgiving Recess – College is closed
Wednesday, December 24.....	College is closed
Thursday, December 25	College is closed
Wednesday, December 31.....	College is closed

2015

Thursday, January 1	College is closed
Monday, January 19.....	Martin Luther King, Jr.'s Birthday
Thursday, February 12.....	Lincoln's Birthday
Monday, February 16.....	President's Day

- ❖ **Pay date 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 2015, YOUR LAST WORKING DAY IS DECEMBER 23, 2014.**
- ❖ **THE LAST WORKING DAY FOR THE 2014-2015 ACADEMIC YEAR IS FRIDAY MAY 22, 2015.**

Non-Discrimination Notice - Hostos Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected under federal, state, and city laws in its programs and/or activities. Inquiries regarding the College's non-discrimination policies can be directed to: Compliance Officer Eugene B. Sohn (Room A-336) at 718-518-4284 or esohn@hostos.cuny.edu