



**OFFICE OF FINANCIAL AID**  
 120 East 149<sup>th</sup> Street, Savoy Building  
 RM B-115 Bronx, NY 10451  
 (718) 518-6555, Fax: (718)-518-4430

**Federal Work Study Program**

**2016-2017FWS Payroll Calendar**

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

**\*BW 13 is paid in calendar year 2017 and will be on the 2017 forms W-2, but the pay period end date occurs in 2016.**

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

**\*\*BW 5, 17 and 24, TIMESHEET DEADLINE FALL ON TUESDAYS DUE TO HOLIDAYS OBSEVANCES**

**\*\*BW 10 AND 13, PAY DATE FALL ON WEDNESDAY AND TUESDAY**

## Important Information

- ❖ Students must register and maintain at least a half-time enrollment and meet the Satisfactory Academic Progress Standards as defined by the institution in order to remain as active participants under the Federal Work Study (FWS) program.
- ❖ The FWS yearly award is indicated on the provided Student/Employer Acknowledgement form.
- ❖ Students are not to work more than twenty (20) hours per week for any Work Period in which classes are in session.
- ❖ Students are not to work during scheduled class hours as documented on the FWS Class Schedule Form.
- ❖ Students' work schedule is to be arranged between them and his/her supervisor.
- ❖ According to the New York State Department of Labor, a minimum unpaid recess of thirty minutes is mandated after working six (6) consecutive hours.
- ❖ Timesheets are due every Monday following the end date of each work period (unless otherwise indicated on this calendar), and must include the signature of an authorized supervisor. **Completed timesheets must be submitted to the Office of Financial Aid in person, mail or fax. In person, timesheets must be submitted in a sealed envelope; if faxed, original must be submitted for record keeping. The U.S. Post Office must be used for off-campus sites.**
- ❖ If you have elected to sign up for direct deposit via CUNYfirst, your FWS paycheck will be deposited on the **Pay Date** indicated on this calendar. If you have elected not to sign up for direct deposit, your FWS paycheck will be mailed to the address you have on file (Campus Community—CUNYfirst).
  - Students may sign up for direct deposit by following the instructions on the attached flyer.

REMINDER:

- ❖ **YOU and YOUR Supervisor(s) is responsible for monitoring your FWS award and ensure that you do not exceed your assigned budget.**
- ❖ **Pay date is 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 2017, YOUR LAST WORKING DAY IS TUESDAY, DECEMBER 21, 2016.**
- ❖ **THE LAST WORKING DAY FOR THE 2016-2017 ACADEMIC YEAR IS MONDAY, MAY 26, 2017.**

### HOLIDAYS – COLLEGE CLOSINGS

**2016**

Monday, September 5..... Labor Day—College Closed

Monday, October 10..... Columbus Day—College Closed

Thursday, November 24—Sunday, November 27 ..... Thanksgiving Recess – College closed

Friday, December 23 - Monday December 26 ..... College closed

Friday December 30 - Saturday, December 31..... College closed

**2017**

Sunday, January 1- Monday, January 2..... College closed

Monday, January 16..... Martin Luther King, Jr.'s Birthday

Monday, February 13..... Lincoln's Birthday

Monday, February 20..... President's Day