



OFFICE OF FINANCIAL AID / FEDERAL WORK-STUDY (FWS) PROGRAM
 120 EAST 149TH STREET ROOM B 111-115
 BRONX NY 10451

2009–10 ACADEMIC YEAR FWS TIME INPUT DETAIL

NAME: _____

FWS AWARD: \$ _____ .00

SSN: _____ - _____ - _____

TOTAL HOURS: _____

CYCLE	WORK PERIOD	TIMESHEET DEADLINE	CHECK MAILING DATE	HOURS WORKED	HOURS REMAINING
100	08/30/09 – 09/05/09	09/08/09	09/16/09		
120	09/06/09 – 09/19/09	09/21/09	09/30/09		
140	09/20/09 – 10/03/09	10/05/09	10/15/09		
160	10/04/09 – 10/17/09	10/19/09	10/28/09		
180	10/18/09 – 10/31/09	11/02/09	11/11/09		
200	11/01/09 – 11/14/09	11/16/09	11/25/09		
210	11/15/09 – 11/28/09	11/30/09	12/09/09		
230	11/29/09 – 12/12/09	12/14/09	12/23/09		
240	12/13/09 – 12/26/09	12/28/09	01/06/10		
260	12/27/09 – 01/09/10	01/11/10	01 /21/10		
280	01/10/10 – 01/23/10	01/25/10	02/03/10		
300	01/24/10 – 02/06/10	02/08/10	02/18/10		
320	02/07/10 – 02/20/10	02/22/10	03/03/10		
340	02/21/10 – 03/06/10	03/08/10	03/17/10		
360	03/07/10 – 03/20/10	03/22/10	03/31/10		
380	03/21/10 – 04/03/10	04/05/10	04/14/10		
400	04/04/10 – 04/17/10	04/19/10	04/28/10		
420	04/18/10 – 05/01/10	05/03/10	05/12/10		
440	05/02/10 – 05/15/10	05/17/10	05/26/10		
450	05/16/10 – 05/22/10	05/24/10	06/03/10		

- ❖ Students must be registered with at least six (6) credits.
- ❖ The Federal Work-Study budget on your contract is for the entire academic year.
- ❖ The Supervisor determines the hours worked per week.
- ❖ All timesheets must have your supervisor's authorized signature and be delivered to the Office of Financial Aid by U.S. mail, inter-office mail or hand delivery, in a closed sealed envelope, by the close of business on the day indicated.
- ❖ The Work Period is not to exceed twenty (20) hours per week when classes are in session.
- ❖ A minimum recess of thirty (30) minutes is required after working five (5) consecutive hours.
- ❖ **Students are responsible for monitoring their own budget and will not be paid for excess hours worked.**
- ❖ If you have elected the direct deposit payment option, you will have your funds deposited to your direct deposit account on the indicated date. If you have not chosen direct deposit, your work-study check will be mailed to you on the indicated date.

Please continue on reverse side

HOLIDAYS – COLLEGE CLOSINGS

2009

Monday, September 7.....	Labor Day
Monday, October 12.....	Columbus Day, Observed
Thursday, November 26- Sunday, November 29.....	Thanksgiving Recess – College Closed
Wednesday, December 24 Thursday, December 25.....	College Closed
Wednesday, December 31.....	College Closed

2010

Thursday, January 1.....	College Closed
Monday, January 18.....	Martin Luther King, Jr.'s Birthday
Friday, February 12.....	Lincoln's Birthday
Monday, February 15.....	President's Day

- ❖ **Cycle 100 (Fall 09) and Cycle 450 (Spring 10) are one week cycles.**
- ❖ **Payrolls are on Wednesdays; however, due to holiday observances some payrolls have been changed to Tuesdays or Thursdays.**
- ❖ **THE LAST WORKING DAY FOR THE 2009-10 ACADEMIC YEAR IS SATURDAY, MAY 22, 2009.**
- ❖ **IF YOU ARE A CANDIDATE FOR GRADUATION FOR JANUARY 2010 YOUR LAST WORKING DAY IS DECEMBER 23, 2008**