



2018-2019 FWS Payroll Calendar

Pay Period Number	Pay Period Begin Date (Sunday)	Pay Period End Date (Saturday)	TimeSheet Deadline	Pay Date	Hours Worked	Hours Remaining
1*	05/27/18	06/09/18	06/11/18	06/21/18		
2	06/10/18	06/23/18	06/25/18	07/05/18		
3	06/24/18	07/07/18	07/09/18	07/19/18		
4	07/08/18	07/21/18	07/23/18	08/02/18		
5	07/22/18	08/04/18	08/06/18	08/16/18		
6	08/05/18	08/18/18	08/20/18	08/30/18		
7**	08/19/18	09/01/18	09/04/18	09/13/18		
8	09/02/18	09/15/18	09/17/18	09/27/18		
9	09/16/18	09/29/18	10/01/18	10/11/18		
10	09/30/18	10/13/18	10/15/18	10/25/18		
11	10/14/18	10/27/18	10/29/18	11/08/18		
12**	10/28/18	11/10/18	11/12/18	*11/21/18		
13	11/11/18	11/24/18	11/26/18	12/06/18		
14	11/25/18	12/08/18	12/10/18	12/20/18		
15**	12/09/18	12/21/18	12/21/18	01/03/19		
16	12/23/18	01/05/19	01/07/19	01/17/19		
17**	01/06/19	01/19/19	01/22/19	01/31/19		
18	01/20/19	02/02/19	02/04/19	02/14/19		
19**	02/03/19	02/16/19	02/19/19	02/28/19		
20	02/17/19	03/02/19	03/04/19	03/14/19		
21	03/03/19	03/16/19	03/18/19	03/28/19		
22	03/17/19	03/30/19	04/01/19	04/11/19		
23	03/31/19	04/13/19	04/15/19	04/25/19		
24	04/14/19	04/27/19	04/29/19	05/09/19		
25	04/28/19	05/11/19	05/13/19	05/23/19		
26**	05/12/19	05/22/19	05/28/19	06/06/19		

- ** **Pay Period 12** will have a **WEDNESDAY** issue due to Thanksgiving break.
- ** **Pay Period 15** timesheets are due **Friday, December 21st at noon** (no exceptions). Timesheets received after this time will be processed with the next payroll.
- ** **Pay Period 15** end date occurs in 2018; the earnings will be included on the 2019 W-2, due to check issue date.
- ** **Pay Period 7, 12, 15, 17, 19 and 26** Timesheet deadline falls on Tuesday due to holiday observances (see list below). Time sheet due date is subject to change based on CUNYfirst down time.

Observed Holidays 2018

09/03 Labor Day—College Closed
 10/08 Columbus Day—College Closed
 11/22-11/25 Thanksgiving Recess – College Closed
 12/24-12/25 Christmas Recess – College Closed
 12/31 New Year’s Eve – College Closed

Observed Holidays 2019

01/01 New Year’s Day – College Closed
 01/21 Dr. Martin Luther King Day – College Closed
 02/12 Lincoln’s Birthday - College Closed
 02/18 President’s Day - College Closed
 05/27 Memorial Day - College Closed

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 may not work more than twenty (20) hours per week for any Work Period in which classes are in session.
- ❖ Students may not work during scheduled class hours as documented on the FWS Class Schedule Form.
- ❖ Students’ work schedule is to be arranged with 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](http://www.hostos.cuny.edu/Administrative-Offices/Bursar-s-Office/Refunds/How-do-I-enroll-my-Direct-Deposit) by following <http://www.hostos.cuny.edu/Administrative-Offices/Bursar-s-Office/Refunds/How-do-I-enroll-my-Direct-Deposit>. You will need your **bank routing number** and your **bank account number** (not the number on the debit card).



It is YOU and YOUR Supervisors responsibility to monitor your FWS award and ensure you do not exceed your assigned budget.

Pay dates are on Thursday, however, due to holiday observances some payrolls have been changed (you will be notified via email and information will be available on the [Federal Work Study](#) website: [http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid/Federal-Programs/Federal-Work-Study-\(FWS\)](http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid/Federal-Programs/Federal-Work-Study-(FWS)))

- ❖ **IF YOU ARE A CANDIDATE FOR GRADUATION FOR JANUARY 2018, YOUR LAST WORKING DAY IS **FRIDAY, DECEMBER 21, 2018.****
- ❖ **THE LAST WORKING DAY FOR THE 2018-2019 ACADEMIC YEAR IS **WEDNESDAY, MAY 22, 2019.****