

2024 - 2025 FEDERAL WORK-STUDY (FWS) PAYROLL SCHEDULE

SPECIAL NOTE: This schedule should be used by the FWS Supervisor/Designated Time Keeper and FWS student to record and track time sheet(s) submitted via TimesheetX and remaining hours.

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Pay Period Number	Pay Period	Available Hours	Current Hours Worked	Remaining Hours	Time Sheet Due	Check Date (Direct Deposit)
4	06/30 - 07/13				07/12/24	07/25/24
5	07/14 - 07/27				07/26/24	08/08/24
6	07/28 - 08/10				08/09/24	08/22/24
7*	08/11 - 08/24				08/23/24	09/05/24
8	08/25 - 09/07				09/06/24	09/19/24
9	09/08 - 09/21				09/20/24	10/03/24
10*	09/22 - 10/05				10/04/24	10/17/24
11	10/06 - 10/19				10/18/24	10/31/24
12	10/20 - 11/02				11/01/24	11/14/24
13	11/03 - 11/16				11/15/24	11/27/24
14	11/17 - 11/30				12/02/24	12/12/24
15	12/01 - 12/14				12/13/24	12/26/24
16^	12/15 - 12/28				12/27/24	01/09/25
17*	12/29 - 01/11				01/10/25	01/23/25
18*^	01/12 - 01/25				01/24/25	02/06/25
19	01/26 - 02/08				02/07/25	02/20/25
20	02/09 - 02/22				02/21/25	03/06/25
21	02/23 - 03/08				03/07/25	03/20/25
22	03/09 - 03/22				03/21/25	04/03/25
23	03/23 - 04/05				04/04/25	04/17/25
24	04/06 - 04/19				04/18/25	05/01/25
25	04/20 - 05/03				05/02/25	05/15/25
26	05/04 - 05/17				05/16/25	05/29/25
27^	05/18 - 05/22				05/21/25	06/12/25

Holidays (College Closed):

- Juneteenth- 06/19/24
- Independence Day- 07/04/24
- Labor Day - 09/02/24
- Columbus Day - 10/14/24
- Thanksgiving Holiday - 11/28/24-11/29/24

- Christmas Holiday - 12/24/24-12/25/24
- New Year's Holiday - 12/31/24-01/01/25
- Martin Luther King Jr. Day - 01/20/25
- Lincoln's Birthday - 02/12/25
- President's Day - 02/17/25

No classes scheduled (College Open):

- 10/02/24-10/04/24
- 10/11/24-10/12/24
- 11/30/24-12/01/24
- 1/29/25
- 4/12/25-4/20/25(Spring Recess)

Conversion Days:

- 6/17/24(Wednesday Schedule)
- 7/2/24(Thursday Schedule)
- 10/15/24 (Monday Schedule)
- 11/27/24(Friday Schedule)
- 02/18/25(Monday Schedule)
- 02/18/25(Monday Schedule)
- 03/06/25(Wednesday Schedule)

***Indicates Pay Period which includes first day of semester:**

- 05/28/24(Summer Session I)
- 07/15/24(Summer Session II)
- 08/28/24 (Fall)
- 01/02/25 (Winter)
- 01/25/25(Spring)

^Indicates Pay Period which includes last day of semester:

- 07/11/24(Summer Session I)
- 08/20/24(Summer Session II)
- 12/21/24 (Fall)
- 01/23/25 (Winter)
- 05/22/25(Spring)

FEDERAL WORK - STUDY (FWS) PAYROLL INFORMATION

Student's Name: _____
Job Site: _____
Supervisor: _____ Hire
Approval Date: _____

• EMPLID: _____
Alternate Supervisor: _____
FWS Offer: \$ _____ Pay Rate: \$ _____
Total # hours to work to earn FWS offer: _____

Instructions to Supervisor/Designated Time Keeper:

- You can keep track of the timesheet pay periods, due dates, and earnings for each student by completing the entries on the chart provided. You are responsible for making sure that students do not work in excess of their FWS stipulated amount.
- Only the supervisor or designated time keeper can approve the timesheet in the TimesheetX system. You should print/save all timesheets for your records.
- Refer to "Step Guide 4: FWS Supervisor Timesheet and Payroll Process" <https://employees.brooklyn.edu/base/step-guide-4-fws-supervisor-timesheet-and-payroll-process/> for detailed information about the Timesheet and payroll process.
- Students can only work if they have remaining FWS funds and continue to meet all FWS program eligibility requirements.
- Students can be paid only for those hours actually worked. Federal and State law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than six consecutive hours. After the 6th hour, one half hour is the minimum break allowed.
- Time sheets are due on Friday at the end of each pay period indicated on the schedule. If a student's last day of work is on a Saturday, the time sheet is due that same day.
- Timesheets must be submitted online via TimesheetX system. Each timesheet must be submitted and approved by the supervisor/ designated time keeper according to the due dates listed.
- Timesheets with errors will be returned to the supervisor for corrections.
- Late timesheets will result in missing the City University deadline and cause a delay in the student's payment. You are responsible to notify your FWS employee if your submission of their time sheet missed the deadline. Read more about the consequences of delayed timesheets online here: <https://employees.brooklyn.edu/base/step-guide-4-fws-supervisor-timesheet-and-payroll-process/#f-consequences-of-missing-a-timesheet-deadline>
- If a student's enrollment falls below six credits, withdrew (officially or unofficially) or stopped attending classes:
 - the student must stop working immediately
 - you must notify FWS staff immediately at fwssupervisor@brooklyn.cuny.edu
 - your job site will be responsible for paying the student for any work performed once they were no longer program eligible.
- Print (paper or digitally) and retain a copy of the time sheet for five [5] years for your records.

Instructions to Student:

- Use the FWS Payroll Schedule and chart to track your earnings, the dates of each payroll and payment period.
- View your timesheet in the [TimesheetX System](#) for accuracy. Remind your supervisor that they need to submit and approve your timesheet before the deadline. Late timesheets will delay your payment by an additional two weeks.
- You are required by law to take a half hour break after working six [6] consecutive hours.
- Total hours for the day must not include breaks, lunch or supper periods.
- You are responsible for making sure that you do not work for more than your FWS offer.
- You may not work during times you are scheduled to attend classes as per your official registration on CUNYfirst.
 - If your enrollment falls below six credits, withdrew (officially or unofficially) or stopped attending classes:
 - the student must stop working immediately
 - you must notify FWS staff immediately at fws@brooklyn.cuny.edu
 - your job site will be responsible for paying you for any work you performed once you were no longer program eligible.
- Verify that you are paid for each time sheet submitted by your supervisor. You should print/save all timesheets for your records

IMPORTANT PAYROLL INFORMATION

- The FWS STUDENT-EMPLOYER HIRE APPROVAL EMAIL states that the student must stop working when the allocated funds limit has been earned or when the “LAST DAY TO WORK” has been reached, whichever comes first. The Financial Aid Office cannot pay students who have worked prior to the hire approval date, worked beyond the FWS offer allocation or worked past the last day to work.
- The FWS program for Fall 2024 ends Wednesday, December 21, 2024.
- The FWS program for Spring 2025 ends on May 22, 2025.
- The student may have FICA tax withheld from their earnings:
 - (a) if the student is not enrolled for at least 6 credits during the summer,
 - (b) during the intersession period
 - (c) if the student is working at an OFF-CAMPUS job site and/or
 - (d) has multiple active jobs.
- Please be sure that your “home address” in CUNYfirst is up to date.
- You should consider having your financial aid payments including FWS wages deposited directly into your checking or savings account. You may enroll in direct deposit via CUNYfirst. For more information follow the instructions on CUNY's page using the link below: <https://www.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/>
- If you are not enrolled in direct deposit and do not receive a check in the mail after waiting ten business days, please:
 - Send an email to fws@brooklyn.cuny.edu to make an inquiry.
 - If the timesheet was received after the deadline, it will be processed for the next check distribution date.
 - If the timesheet was not submitted and approved by your supervisor, ask your supervisor to submit the timesheet. It will be reviewed and considered for processing for the next scheduled pay period.
- If you still have not received a check, you should send an email to: fws@brooklyn.cuny.edu and the status will be reviewed. You will be notified if a STOP PAYMENT will be placed on the check. It takes several weeks for a replacement check to be reissued. Students are encouraged to sign up for direct deposit to avoid a delay in payment of funds.
- If you receive the original check in the mail after the STOP PAYMENT process has been initiated, do not cash the check. The original check has already been stopped and CANNOT be cashed.
- Report lost, stolen, or mutilated FWS checks to the FWS Office immediately via email.