



Office of Financial Aid
(718) 270-6141

Federal Work Study (FWS) Program

2020 – 2021 FEDERAL WORK-STUDY PAYROLL SCHEDULE

PAY PERIOD NUMBER	PAY PERIOD DATE BEGINS (Sunday)	PAY PERIOD DATE ENDS (Saturday)	HOLIDAY	TIME SHEET DUE IN FINANCIAL AID OFFICE	PAY DATE
1*	05/24/2020	06/06/2020	Memorial Day (May 25, 2020)	06/08/2020	06/18/2020
2	06/07/2020	06/20/2020		06/22/2020	07/02/2020
3	06/21/2020	07/04/2020	Independence Day (July 4, 2020)	07/06/2020	07/16/2020
4	07/05/2020	07/18/2020		07/20/2020	07/30/2020
5	07/19/2020	08/01/2020		08/03/2020	08/13/2020
6	08/02/2020	08/15/2020		08/17/2020	08/27/2020
7	08/16/2020	08/29/2020	Fall '20 Semester Begins (Aug. 26, 2020)	08/31/2020	09/10/2020
8	08/30/2020	09/12/2020	Labor Day (Sept. 9, 2020)	09/14/2020	09/24/2020
9	09/13/2020	09/26/2020		09/28/2020	10/08/2020
10**	09/27/2020	10/10/2020		10/13/2020	10/22/2020
11	10/11/2020	10/24/2020	Columbus Day (Oct. 12, 2020)	10/26/2020	11/05/2020
12	10/25/2020	11/07/2020		11/09/2020	11/19/2020
13**	11/08/2020	11/21/2020		11/23/2020	12/03/2020
14	11/22/2020	12/05/2020	Thanksgiving Day (Nov. 26 – Nov. 29, 2020)	12/07/2020	12/17/2020
15**	12/06/2020	12/19/2020	Last Day of Fall '20 Semester (Dec. 19, 2020)	12/21/2020	12/31/2020
16	12/20/2020	01/02/2021	Winter '20 Intersession New Year (Dec. 31, 2020 – Jan. 1, 2021)	01/04/2021	01/14/2021
17**	01/03/2021	01/16/2021		01/18/2021	01/28/2021
18	01/17/2021	01/30/2021	Dr. Martin Luther King, Jr. Birthday (Jan. 18, 2021) Spring '21 Semester Begins (Jan. 29, 2021)	02/01/2021	02/11/2021
19**	01/31/2021	02/13/2021	Lincoln's Birthday (Feb. 12, 2020)	02/15/2021	02/25/2021
20	02/14/2021	02/27/2021	President's Birthday (Feb. 15, 2020)	03/01/2021	03/11/2021
21	02/28/2021	03/13/2021		03/15/2021	03/25/2021
22	03/14/2021	03/27/2021		03/29/2021	04/08/2021
23	03/28/2021	04/10/2021		04/12/2021	04/22/2021
24	04/11/2021	04/24/2021		04/26/2021	05/06/2021
25	04/25/2021	05/08/2021		05/10/2021	05/20/2021
26	05/09/2021	05/22/2021		05/24/2021	06/03/2021

27	05/23/2021	06/05/2021	Last Day of Spring '21 Semester & FWS program (May 25, 2021)	06/07/2021	06/17/2021
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SPECIAL NOTES:

1. Timesheets submitted which are not in compliance with FWS payroll guidelines will be returned to the supervisor. Please be reminded that unsigned timesheets will be returned for appropriate signature(s). Acceptable signatures are those indicated on the ***2020 - 2021 Federal Work Study Program Student/ Employer Acknowledgments***.
2. Pay special attention to timesheet due dates. Timesheets are due every Monday following the end of work period by the close of business on the day indicated on the schedule. If you work more than **six (6)** consecutive hours; one half-hour is the minimum break required.
3. **FWS Supervisors must email the FWS timesheet. If a timesheet is submitted late, students will have to wait no less than four (4) weeks to receive payment for that work period.**
4. All students must register for and maintain a minimum of 6 credits each semester and be matriculated. Students who dropped below 6 credits, withdraw (officially or unofficially) or stop attending classes must stop working immediately. Students are responsible to notify their site supervisor and the FWS Coordinator. The last day that students may work is **May 25, 2021** or whenever their awards are expended, **whichever comes first**. The Office of Financial Aid will not pay for any hours worked after **May 25, 2021**.

***No student will be paid for work in excess of his/her stipulated award from FWS funds. Both the FWS supervisor and student are responsible for monitoring the work-study budget. Payment of any excess earning is the responsibility of the department, office or off-campus campus agency, which permitted their student employee to work after work-study funds were fully utilized. **The Office of Financial Aid will be notifying you via email as to your FWS remaining hours available to work and total remaining award amount. All FWS checks will be mailed to you by the Office of the University Controller, unless you sign up for Direct Deposit.**

WARNING: Misrepresentation of actual hours worked and/or forgery are serious offenses and will be treated as such.