



Office of Financial Aid
(718) 270-6141

Federal Work Study (FWS) Program

2021 – 2022 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*	05/23/2021	06/05/2021	Memorial Day (May 31, 2021)	06/07/2021	06/17/2021
2	06/06/2021	06/19/2021	Juneteenth (June 18, 2021)	06/21/2021	07/01/2021
3**	06/20/2021	07/03/2021	Independence Day (July 5, 2021)	07/06/2021	07/15/2021
4	07/04/2021	07/17/2021		07/19/2021	07/29/2021
5	07/18/2021	07/31/2021		08/02/2021	08/12/2021
6	08/01/2021	08/14/2021		08/16/2021	08/26/2021
7	08/15/2021	08/28/2021	Fall '21 Semester Begins (Aug. 25, 2021)	08/30/2021	09/09/2021
8	08/29/2021	09/11/2021	Labor Day (Sept. 6, 2021)	09/13/2021	09/23/2021
9	09/12/2021	09/25/2021		09/27/2021	10/07/2021
10**	09/26/2021	10/09/2021		10/12/2021	10/21/2021
11	10/10/2021	10/23/2021	Columbus Day (Oct. 11, 2021)	10/25/2021	11/04/2021
12	10/24/2021	11/07/2021		11/08/2021	11/18/2021
13**	11/07/2021	11/20/2021		11/22/2021	12/02/2021
14	11/21/2021	12/04/2021	Thanksgiving Day (Nov. 25 – Nov. 28, 2021)	12/06/2021	12/16/2021
15	12/05/2021	12/18/2021		12/20/2021	12/30/2021
16	12/19/2021	01/01/2022	Last Day of Fall '21 Semester (Dec 21, 2021) New Year Eve/Day (Dec 31, 2021 – Jan 1, 2022)	01/03/2022	01/13/2022
17**	01/02/2022	01/15/2022	Winter '22 Intersession (Jan.3 – Jan 27, 2022)	01/17/2022	01/27/2022
18	01/16/2022	01/29/2022	Dr. Martin Luther King, Jr. Birthday (Jan. 17, 2022) Spring '22 Semester Begins (Jan. 28, 2022)	01/31/2022	02/10/2022
19	01/30/2022	02/12/2022	Lincoln's Birthday (Feb. 11, 2022)	02/14/2022	02/24/2022
20	02/13/2022	02/26/2022	President's Birthday (Feb. 21, 2022)	02/28/2022	03/10/2022
21	02/27/2022	03/12/2022		03/14/2022	03/24/2022
22	03/13/2022	03/26/2022		03/28/2022	04/07/2022
23	03/27/2022	04/09/2022		04/11/2022	04/21/2022
24	04/10/2022	04/23/2022		04/25/2022	05/05/2022
25	04/24/2022	05/07/2022		05/09/2022	05/19/2022
26	05/08/2022	05/21/2022		05/23/2022	06/02/2022

27	05/22/2022	06/04/2022	Last Day of Spring '22 Semester & FWS program (May 24, 2022)	06/06/2022	06/16/2022
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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 ***2021 - 2022 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 24, 2022** or whenever their awards are expended, **whichever comes first**. The Office of Financial Aid will not pay for any hours worked after **May 24, 2022**.

***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.