



Office of Financial Aid  
(718) 270-6141

Federal Work Study (FWS) Program

**2022 – 2023 FEDERAL WORK-STUDY PAYROLL SCHEDULE**

<b>PAY PERIOD NUMBER</b>	<b>PAY PERIOD DATE BEGINS (Sunday)</b>	<b>PAY PERIOD DATE ENDS (Saturday)</b>	<b>HOLIDAY</b>	<b>TIME SHEET DUE IN FINANCIAL AID OFFICE</b>	<b>PAY DATE</b>
1*	05/22/2022	06/04/2022	Memorial Day (May 30, 2022)	06/06/2021	06/16/2022
2**	06/05/2022	06/18/2022	Juneteenth (June 20, 2022)	06/21/2022	06/30/2022
3**	06/19/2022	07/02/2022	Independence Day (July 4, 2022)	07/05/2022	07/14/2022
4	07/03/2022	07/16/2022		07/18/2022	07/28/2022
5	07/17/2022	07/30/2022		08/01/2022	08/11/2022
6	07/31/2022	08/13/2022		08/15/2022	08/25/2022
7	08/14/2022	08/27/2022	Summer '22 Last Day to Work (Aug 20, 2022) Fall '22 Semester Begins (Aug. 25, 2022)	08/29/2022	09/08/2022
8	08/28/2022	09/10/2022	Labor Day (Sept. 5, 2022)	09/12/2022	09/22/2022
9	09/11/2022	09/24/2022		09/26/2022	10/06/2022
10**	09/25/2022	10/08/2022		10/11/2022	10/20/2022
11	10/09/2022	10/22/2022	Columbus Day (Oct. 10, 2022)	10/24/2022	11/03/2022
12	10/23/2022	11/05/2022		11/07/2022	11/17/2022
13**	11/06/2022	11/19/2022		11/21/2022	12/01/2022
14	11/20/2022	12/03/2022	Thanksgiving Day (Nov. 24 – Nov. 27, 2022)	12/05/2022	12/15/2022
15**	12/04/2022	12/17/2022		12/19/2022	12/29/2022
16	12/18/2022	12/31/2022	Last Day of Fall '21 Semester (Dec 21, 2022) New Year Eve/Day (Dec 31, 2022 – Jan 1, 2023)	01/03/2023	01/12/2023
17**	01/01/2023	01/14/2023	Winter '23 Intersession (Jan.3 – Jan 24, 2023)	01/16/2023	01/26/2023
18	01/15/2023	01/28/2023	Dr. Martin Luther King, Jr. Birthday (Jan. 16, 2023) Spring '23 Semester Begins (Jan. 25, 2023)	01/30/2023	02/09/2023
19**	01/29/2023	02/11/2023	Lincoln's Birthday (Feb. 13, 2023)	02/14/2023	02/23/2023
20	02/12/2023	02/25/2023	President's Birthday (Feb. 20, 2023)	02/27/2023	03/09/2023
21	02/26/2023	03/11/2023		03/13/2023	03/23/2023
22	03/12/2023	03/25/2023		03/27/2023	04/06/2023
23	03/26/2023	04/08/2023		04/10/2023	04/20/2023
24	04/09/2023	04/22/2023		04/24/2023	05/04/2023
25	04/23/2023	05/06/2023		05/08/2023	05/18/2023
26	05/07/2023	05/20/2023		05/22/2023	06/01/2023

27	05/21/2023	06/03/2023	Last Day of Spring '23 Semester & FWS program (May 23, 2023)	06/05/2023	06/15/2023
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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 ***2022 - 2023 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 23, 2023** or whenever their awards are expended, **whichever comes first**. The Office of Financial Aid will not pay for any hours worked after **May 23, 2023**.

\*\*\*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.**