



Office of Financial Aid
(718) 270-6141

Federal Work Study (FWS) Program

2025 – 2026 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*	05/18/2025	05/31/2025	Memorial Day (May 26, 2025)	06/04/2025	06/12/2025
2	06/01/2025	06/14/2025		06/18/2025	06/26/2025
3	06/15/2025	06/28/2025	Juneteenth (June 19, 2025)	07/03/2025	07/10/2025
4	06/29/2025	07/12/2025	Independence Day (July 4, 2025)	07/16/2025	07/24/2025
5	07/13/2025	07/26/2025		07/30/2025	08/7/2025
6	07/27/2025	08/09/2025		08/13/2025	08/21/2025
7	08/10/2025	08/23/2025	Summer '25 Last Day to Work (Aug. 14, 2025) Fall '25 Semester Begins (Aug. 26, 2025)	08/27/2025	09/04/2025
8	08/24/2025	09/06/2025	Labor Day (Sept. 1, 2025)	09/10/2025	09/18/2025
9	09/07/2025	09/20/2025		09/24/2025	10/02/2025
10	09/21/2025	10/04/2025		10/08/2025	10/16/2025
11	10/05/2025	10/18/2025	Columbus Day (Oct 14, 2025)	10/22/2025	10/30/2025
12	10/19/2025	11/01/2025		11/05/2025	11/13/2025
13**	11/02/2025	11/15/2025		11/19/2025	11/26/2025
14	11/16/2025	11/29/2025	Thanksgiving Day (Nov 27– Nov 28, 2025)	12/03/2025	12/11/2025
15**	11/30/2025	12/13/2025		12/17/2025	12/24/2025
16***	12/14/2025	12/27/2025	Last Day of Fall '25 Semester (Dec. 22, 2025)	01/02/2026	01/08/2026
17	12/28/2025	01/10/2026	New Year Eve Day (Dec. 31, 2025 – Jan. 1, 2026) Winter '25 Intersession (Jan 2 - Jan 22, 2026)	01/14/2026	01/22/2026
18	01/11/2026	01/24/2026	Dr. Martin Luther King, Jr. Birthday (Jan 16, 2026)	01/28/2026	02/05/2026
19***	01/25/2026	02/07/2026		02/10/2026	02/19/2026
20	02/08/2026	02/21/2026	Lincoln's Birthday (Feb 12, 2026) President's Birthday (Feb. 17, 2026)	02/25/2026	03/05/2026
21	02/22/2026	03/07/2026		03/11/2026	03/19/2026
22	03/08/2026	03/21/2026		03/25/2026	04/02/2026
23	03/22/2026	04/04/2026		04/08/2026	04/16/2026
24	04/05/2026	04/18/2026		04/22/2026	04/30/2026

25	04/19/2026	05/02/2026	Spring Break (April 14 – 18, 2026)	05/06/2026	05/14/2026
26	05/03/2026	05/16/2026		05/20/2026	05/28/2026
27	05/17/2026	05/30/2026	Last Day of Spring '26 Semester & FWS program (May 22, 2026)	06/03/2026	06/13/2026

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 ***2025 - 2026 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 22, 2026** or whenever their awards are expended, whichever comes first. The Office of Financial Aid will not pay for any hours worked after **May 22, 2026**.

***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.**