



Office of Financial Aid
(718) 270-6141

Federal Work Study (FWS) Program

2023 – 2024 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*	05/21/2023	06/03/2023	Memorial Day (May 29, 2023)	06/05/2023	06/15/2023
2**	06/04/2023	06/17/2023		06/20/2023	06/29/2023
3**	06/18/2023	07/01/2023	Juneteenth (June 19, 2023)	07/03/2023	07/13/2023
4	07/02/2023	07/15/2023	Independence Day (July 4, 2023)	07/17/2023	07/27/2023
5	07/16/2023	07/29/2023		07/31/2023	08/10/2023
6	07/30/2023	08/12/2023		08/14/2023	08/24/2023
7	08/13/2023	08/26/2023	Summer '23 Last Day to Work (Aug. 19, 2023) Fall '23 Semester Begins (Aug. 25, 2023)	08/28/2023	09/07/2023
8	08/27/2023	09/09/2023	Labor Day (Sept. 4, 2023)	09/11/2023	09/21/2023
9	09/10/2023	09/23/2023		09/25/2023	10/05/2023
10**	09/24/2023	10/07/2023		10/09/2023	10/19/2023
11	10/08/2023	10/21/2023	Columbus Day (Oct 9, 2023)	10/23/2023	11/02/2023
12	10/22/2023	11/04/2023		11/06/2023	11/16/2023
13**	11/05/2023	11/18/2023		11/20/2023	11/30/2023
14	11/19/2023	12/02/2023	Thanksgiving Day (Nov 23 – Nov 26, 2023)	12/04/2023	12/14/2023
15	12/03/2023	12/16/2023		12/18/2023	12/28/2023
16**	12/17/2023	12/30/2023	Last Day of Fall '23 Semester (Dec. 20, 2023)	01/02/2024	01/11/2024
17**	12/31/2023	01/13/2024	New Year Eve Day (Dec. 31, 2023 – Jan. 2, 2024) Winter '24 Intersession (Jan 3 - Jan 24, 2024)	01/15/2024	01/25/2024
18	01/14/2024	01/27/2024	Dr. Martin Luther King, Jr. Birthday (Jan 16, 2024)	01/29/2024	02/08/2024
19**	01/28/2024	02/10/2024		02/12/2024	02/22/2024
20	02/11/2024	02/24/2024	Lincoln's Birthday (Feb 12, 2024) President's Birthday (Feb. 19, 2024)	02/26/2024	03/07/2024
21	02/25/2024	03/09/2024		03/11/2024	03/21/2024
22	03/10/2024	03/23/2024		03/25/2024	04/04/2024
23	03/24/2024	04/06/2024		04/08/2024	04/18/2024
24	04/07/2024	04/20/2024		04/22/2024	05/02/2024

25	04/21/2024	05/04/2024	Spring Break (April 22 – 30, 2024)	05/06/2024	05/16/2024
26	05/05/2024	05/18/2024		05/20/2024	05/30/2024
27	05/19/2024	06/01/2024	Last Day of Spring '24 Semester & FWS program (May 22, 2024)	06/03/2024	06/13/2024

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 **2023 - 2024 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, 2024** or whenever their awards are expended, whichever comes first. The Office of Financial Aid will not pay for any hours worked after **May 22, 2024**.

***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.**