



Wille Administration Building, Room 104
160 Convent Avenue
New York, New York 10031

Tel: 212.650.6662
Fax: 212.650.5829

FEDERAL WORK STUDY (FWS) PAYROLL INFORMATION

Supervisor

1. You and/ or alternate supervisor can keep track of the timesheet due dates, pay periods, and earnings by completing the entries on the reverse side of this page. Only you or the alternate supervisor can sign the timesheet. No other signatures are acceptable. (At all times there must be available funds in the student's FWS award to pay the student.)
2. Only you or the alternate supervisor can submit the student's timesheet. The only timesheet that should be submitted is the one used by The City University of New York for federal Work-Study. It is mandatory that these timesheets are used so you and the student can keep a record of hours worked. The timesheet (white original copy) must be submitted by the last day of the payroll period to help ensure that the timesheet is processed by the City University deadline.

Student

1. You can keep track of the timesheet due dates, pay periods and earnings by completing the entries on the reverse side of this page. You should keep the pink copies of the timesheets for your records.
2. If you are not enrolled for at least 6 credits during summer, intersession, and /or working on an off-campus jobsite, you are required to pay social security tax (FICA) of 5.65% on earning.
3. The Office of University Controller of The City University of New York will mail all financial aid checks.
 - Please be sure that your current address is accurate and updated with the Financial Aid and Registrar's Office.
 - You may want to consider having your financial aid check(s) directly deposited into your checking or savings account.For more information, contact the Bursar's Office, rm. A-103, or call (212) 650-8705.
4. If you do not receive the check after waiting **ten** mailing days, please:
 - a. Check with the Financial Aid Office to see if the timesheet was received after the timesheet due date. If the timesheet was received after the deadline, it will be processed for the next check distribution date.
 - b. If the timesheet was not submitted, ask that your supervisor or alternate supervisor submit the timesheet. It will be processed for the next check distribution date.

*****Keep in mind that if there are any errors on a timesheet this will delay the payment process. For example, if the timesheet has cross outs, white out and/or hours in darkened ink over the hours worked, the timesheet will be sent back for corrections.

If you still have not received a check, you should put a STOP PAYMENT on the check in the Financial Aid Office (FAO). The University will issue a replacement check approximately 4-6 weeks. The Bursar's Office will notify you by mail when the replacement check is available for pick up. (Bring ID card)

Report lost, stolen, or mutilated checks to the Financial Aid Office immediately. If you receive the original check in the mail after the STOP PAYMENT process has been initiated, you must return the original check to the Bursar's Office. The original check has already been stopped and CANNOT be cashed.

2012/2013 FEDERALWORK-STUDY (FWS) PAYROLL SCHEDULE

THIS SCHEDULE SHOULD BE USED BY THE FWS SUPERVISOR/ALTERNATE SUPERVISOR AND STUDENT TO RECORD AND TRACK THE FWS STUDENT AIDE'S TIMESHEET(S). BRING THIS SHEET WITH YOU WHEN MAKING INQUIRIES.

Student's Name _____
 Employer (job site) _____
 Supervisor _____
 Contract Date _____ Original Award \$ _____

Last four digits of SS# _____
 Rm# _____ Tel.# _____
 Alternate supervisor _____
 Total # hrs. _____ Pay Rate \$ _____

	CYCLE	Pay Period	Time Sheets Due	Check Payment	Hours Worked	Hours Left	Notes
Summer 2012	010	6/01/12-6/08/12	06/12/12	06/27/12			
	020	6/09/12-6/22/12	06/25/12	07/09/12			
	030	6/23/12-7/06/12	07/10/12	07/26/12			
	040	7/07/12-7/20/12	07/24/12	08/09/12			
	060	7/21/12-8/03/12	08/07/12	08/22/12			
	080	8/04/12-8/17/12	08/21/12	09/06/12			
	090	8/18/12-8/26/12	08/28/12	09/12/12			
Fall 2012	110	8/27/12-9/07/12	09/11/12	09/26/12			
	130	9/08/12-9/21/12	09/25/12	10/11/12			
	150	9/22/12-10/05/12	10/09/12	10/24/12			
	170	10/06/12-10/19/12	10/23/12	11/07/12			
	190	10/20/12-11/02/12	11/06/12	11/21/12			
	200	11/03/12-11/16/12	11/20/12	12/05/12			
	220	11/17/12-11/30/12	12/04/12	12/19/12			
	230	12/01/12-12/14/12	12/17/12	12/27/12			
Intersession	250	12/15/12-12/28/12	1/02/2013	1/16/13			
	270	12/29/12-1/11/13	01/15/13	01/30/13			
	290	1/12/13-1/25/13	01/29/13	02/14/13			
Spring 2013	310	1/26/13-2/08/13	02/13/13	02/27/13			
	330	2/09/13-2/22/13	02/26/13	03/13/13			
	350	2/23/13-3/08/13	03/12/13	03/27/12			
	370	3/9/13-3/22/13	03/26/13	04/10/13			
	390	3/23/13-4/5/13	04/09/13	04/24/13			
	410	4/6/13-4/19/13	04/23/13	05/08/13			
	430	4/20/13-5/3/13	05/7/13	05/22/13			
	450	5/4/13-5/17/13	05/21/13	06/5/13			
	460	5/18/13-5/24/13	05/28/13	06/12/13			

IMPORTANT PAYROLL INFORMATION:

- The *FWS STUDENT-EMPLOYER CONTRACT* states that student must stop working when the award limit has been earned or when the "LAST DAY TO WORK" has been reached, whichever comes first. (***The Financial Aid Office cannot pay students who have worked prior to the contract date, worked past the award limit or worked past the last day to work.***)
- *The student is required to pay Social Security Tax (FICA TAX) of 5.65% on the earnings: (a) if he/she is not enrolled for at least 6 credits during the summer, (b) during the intersession period and/or (c) if he/she is working at an OFF-CAMPUS job site.
- The **LAST DAY TO WORK** for the **Summer 2012** FWS Program is Friday, August 24, 2012.
- The **LAST DAY TO WORK** for the **Fall 2012/ Spring 2013** FWS Program is Friday, May 24, 2012.
 The student **must stop** working on the last day of Fall semester which is Friday, December 21, 2012, if he/she does not intend to register for 6 credits for the Spring semester.
 - The **LAST DAY TO WORK** for **Intersession** is Friday, January 25, 2013
- **If the student drops below 6 credits during the Fall/Spring semester, HE/SHE MUST STOP WORKING IMMEDIATELY.**
- **COLLEGE CLOSED: For 2012 - 7/4, 9/3, 10/8, 11/22, 11/23, 12/24, 12/25 and 12/31**
For 2013 - 1/1, 2/12 & 2/18

Revised as of 6/12/12