

2019-2020 FWS Payroll Calendar

Pay Period Number	Pay Period Begin Date (Sunday)	Pay Period End Date (Saturday)	TimeSheet Deadline	Pay Date	Hours Worked	Hours Remaining
1*	05/26/19	06/08/19	06/10/19	06/20/19		
2	06/09/19	06/22/19	06/24/19	07/03/19		
3	06/23/19	07/06/19	07/08/19	07/18/19		
4	07/07/19	07/20/19	07/22/19	08/01/19		
5	07/21/19	08/03/19	08/05/19	08/15/19		
6	08/04/19	08/17/19	08/19/19	08/29/19		
7**	08/18/19	08/31/19	09/03/19	09/12/19		
8	09/01/19	09/14/19	09/16/19	09/26/19		
9	09/15/19	09/28/19	09/30/19	10/10/19		
10	09/29/19	10/12/19	10/15/19	10/24/19		
11	10/13/19	10/26/19	10/28/19	11/07/19		
12	10/27/19	11/09/19	11/11/19	*11/21/19		
13**	11/10/19	11/23/19	11/25/19	12/05/19		
14	11/24/19	12/07/19	12/09/19	12/19/19		
15**	12/08/19	12/21/19	12/23/19	01/02/20		
16	12/22/19	01/04/20	01/06/20	01/16/20		
17**	01/05/20	01/18/20	01/20/20	01/30/20		
18	01/19/20	02/01/20	02/03/20	02/13/20		
19**	02/02/20	02/15/20	02/18/20	02/27/20		
20	02/16/20	02/29/20	03/02/20	03/12/20		
21	03/01/20	03/14/20	03/16/20	03/26/20		
22	03/15/20	03/28/20	03/30/20	04/09/20		
23	03/29/20	04/11/20	04/13/20	04/23/20		
24	04/12/20	04/25/20	04/27/20	05/07/20		
25	04/26/20	05/09/20	05/11/20	05/21/20		
26**	05/10/20	05/23/20	05/26/20	06/04/20		
27	05/24/20	06/06/20	06/08/20	06/18/20		

****Pay Period 15 timesheets are due Friday, December 23rd at noon (no exceptions). Timesheets received after this time will be processed with the next payroll.**

****Pay Period 16 end date occurs in 2019; the earnings will be included on the 2020 W-2, due to check issue date.**

Time sheet due date subject to change based on CUNYfirst down time

Important Information

- ❖ Students must register and maintain at least 6 credits and meet the Satisfactory Academic Progress Standards as defined by the institution in order to remain as active participants under the Federal Work Study (FWS) program.
- ❖ The FWS yearly award is indicated on the provided Student/Employer Acknowledgement form.
- ❖ Students may not work more than twenty (20) hours per week for any Work Period in which classes are in session.
- ❖ Students may not work during scheduled class hours as documented on the FWS Class Schedule Form.
- ❖ Students' work schedule is to be arranged with his/her supervisor.
- ❖ According to the New York State Department of Labor, a minimum unpaid recess of thirty minutes is mandated after working six (6) consecutive hours.
- ❖ Timesheets are due every Monday following the end date of each work period (unless otherwise indicated on this calendar), and must include the signature of an authorized supervisor. **Completed timesheets must be submitted to the Office of Financial Aid in person, mail or fax. In person, timesheets must be submitted in a sealed envelope; if faxed, original must be submitted for record keeping. The U.S. Post Office must be used for off-campus sites.**
- ❖ If you have elected to sign up for direct deposit via CUNYfirst, your FWS paycheck will be deposited on the **Pay Date** indicated on this calendar. If you have elected not to sign up for direct deposit, your FWS paycheck will be mailed to the address you have on file (Campus Community—CUNYfirst).
 - Students may sign up for direct deposit by following <http://www.hostos.cuny.edu/Administrative-Offices/Bursar-s-Office/Refunds/How-do-I-enroll-my-Direct-Deposit>. You will need your **bank routing number** and your **bank account number** (not the number on the debit card).



It is YOU and YOUR Supervisors responsibility to monitor your FWS award and ensure you do not exceed your assigned budget.

Pay dates are on Thursday, however, due to holiday observances some payrolls have been changed (you will be notified via email and information will be available on the website:

[http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid/Federal-Programs/Federal-Work-Study-\(FWS\)](http://www.hostos.cuny.edu/Administrative-Offices/Office-of-Financial-Aid/Federal-Programs/Federal-Work-Study-(FWS))

- ❖ **IF YOU ARE A CANDIDATE FOR GRADUATION FOR JANUARY 2020, YOUR LAST WORKING DAY IS FRIDAY, DECEMBER 20, 2019.**
- ❖ **THE LAST WORKING DAY FOR THE 2019-2020 ACADEMIC YEAR IS FRIDAY, MAY 22, 2020.**

HOLIDAYS – COLLEGE CLOSINGS

2019

Monday, September 2.....Labor Day—College Closed
Monday, October 14.....Columbus Day—College Closed
Thursday, November 28—Sunday, December 1Thanksgiving Recess – College Closed
Tuesday-Wednesday, December 24-25.....Christmas Recess - College closed
Tuesday, December 31New Year's Eve - College closed

2020

Wednesday, January 1.....New Year's Day - College Closed
Monday, January 20.....Dr. Martin Luther King, Jr.'s Birthday – College Closed
Wednesday, February 12.....Lincoln's Birthday - College Closed
Monday, February 17.....President's Day - College Closed
Monday, May 25.....Memorial Day - College Closed