

Federal Work Study Payroll Calendar 2019-2020

The Graduate School and University Center & The Craig Newmark Graduate School of Journalism

| TIME SHEET NUMBER | Pay Periods | TIME SHEETS ARE DUE | Pay Dates | Black Out Holidays & Important Information |
|---|--|--|--|---|
| • T/S Number is linked pay periods listed. No cross reference is posted in CUNYfirst. | • T/S = Time Sheet Hourly FWS | • On Mondays in the Office of Financial Aid at the GC. <i>Unless change of day is noted below.</i> | • Checks are mailed. • Direct Deposits All payments will be posted on the Thursdays listed below except where a change is noted. | • Do not work on the listed holidays below - you will not be paid. • FICA will not be deducted during intersession. See ∞ • If you are interested in working during intersession. See*** • All required FWS forms must be in Financial Aid Office. See ^ |
| #7 | 08/27-08/31/2019 | 9/03 Tues | 09/12/19 | First day to work is Tuesday, 08/27/19 (5 Day Pay Period) |
| #8 | 09/01-09/14/2019 09/02 Holiday | 9/16 | 09/26/19 | Monday, 09/02/19 - Labor Day |
| #9 | 09/15-09/28/2019 | 9/30 | 10/10/19 | |
| #10 | 09/29-10/12/2019 | 10/15 Tues | 10/24/19 | Monday, 10/14/19 - Columbus Day |
| #11 | 10/13-10/26/2019 10/14 Holiday | 10/28 | 11/07/19 | |
| #12 | 10/27-11/09/2019 | 11/11 | 11/21/19 | |
| #13 | 11/10-11/23/2019 | 11/25 | 12/05/19 | |
| #14 | 11/24-12/07/2019 11/28 - 12/01 Holiday | 12/9 | 12/19/19 | Thanksgiving Holiday - Thursday, 11/28/19 until Sunday, 12/01/19 |
| #15 | 12/08-12/21/2019** *** Are you interested in working over the intersession break? Go to page 2 for details. | 12/20 Fri | 1/2/2020 <i>Earning will be posted to FWS W2 for calendar year 2019</i> | **Reminder Friday, 12/20/2019 is the Last Day to Work Fall 2019 Term - if you are NOT going to be registered for 6 or more credits for the Spring 2020 term, or you are graduating as of December 2019, or you are withdrawing from GC or CNSOJ during or after the Fall 2019 term, or taking a LOA for the Spring 2020 Term. |
| #16 | 12/22-01/04/2020 12/22 to 12/25 & 12/28 to 1/1 Holiday | 1/6 | 1/16/20 <i>Earnings will be posted to FWS W2 for calendar year 2020</i> | Christmas Holiday - Begins on Sunday, 12/22 until Wednesday, 12/25/2019 New Year's Holiday - Begins on Saturday, 12/28 until Wednesday, 01/01/2020 |
| #17 | 01/05-01/18/2020 | 1/21 Tues | 01/30/20 | |
| #18 | 01/19-02/01/2020 01/20 Holiday | 2/3 | 02/13/20 | Monday, 01/20/2020 - Dr. M. L. King Holiday First time or one term FWS Award for Spring 2019 Term: The First Official Day to Work is Monday, 01/27/2020 * ~ |
| #19 | 02/02-02/15/2020 02/12 Holiday | 2/18 Tues | 02/27/20 | Tuesday, 02/12/2020 - Lincoln's Birthday |
| #20 | 02/16-02/29/2020 02/17 Holiday | 3/2 | 03/12/20 | Monday, 02/17/2020 Presidents Day |
| #21 | 03/01-03/14/2020 | 3/16 | 03/26/20 | |
| #22 | 03/15-03/28/2020 | 3/30 | 04/09/20 | |
| #23 | 03/29-04/11/2020 | 4/13 | 04/23/20 | |
| #24 | 04/12-04/25/2020 | 4/27 | 05/07/20 | |
| #25 | 04/26-05/09/2020 | 5/11 | 05/21/20 | |
| #26 | 05/10-05/22/2020 | 5/26 Tues | 06/04/20 | The last day to work Friday, May 22, 2020. |
| #27 | FIRST CLEAN-UP PAY CYCLE | 6/8 | 06/18/20 | First of the clean-up pay cycles to pay late FWS time sheets. |

GO TO PAGE 2 FOR MORE FWS INFORMATION
If you have any questions, concerns and/or payroll inquiries call the Office of Financial Aid
GC students and supervisors contact Anne V Johnson CNSOJ students and supervisors contact Rebecca Dent
CUNY Graduate Center Financial Aid Office 365 Fifth Avenue, Suite 7201 NY NY 10016-4309
Call 212-817-7460 or Email us at: financialaid@gc.cuny.edu

FWS PAYROLL CALENDAR 2019-2020 INSTRUCTIONS, LEGEND, AND CONTACT INFORMATION

T/S = TIME SHEET. To calculate FWS award divided by the hourly pay rate equals the total number of hours to work. GC and CNSOJ students cannot work more than 20 hours per week - CUNY Federal Work Study Policy - no exceptions. Full year FWS students who will work pay periods #1 through #20 guide:

GC FWS students can work 13 to 14 hours/pay period to earn the full year award (that equals a total of 277 hours and 45 minutes) over the whole academic year.

CNSOJ FWS students can work 8 to 10 hours per pay period to earn their full year award (that equals a total of 166 hours and 30 minutes) over whole academic year.

FWS payments cannot be generated when the FWS Payroll Documents, FWS Student, and/or FWS Supervisor documents are not on file or are incomplete in The Financial Aid Office at the Graduate Center for GC and CNSOJ students, no exceptions.

Only original FWS Time Sheets will be processed (faxed, emailed, &/or scanned T/S are not accepted). Students are not permitted to deliver FWS Time Sheets to our Financial Aid Office.

~ **First Day of Classes** a FWS student may work only if all their FWS payroll documents plus the FWS Supervisor's forms are initialed and signed FWS Student/Employer Acknowledgements, JD/SSR forms must be on file in the Financial Aid Office at the GC for both groups of FWS students at the GC and SOJ, no exceptions.

~ **FWS students and their FWS supervisors** must have all the required documents on file in the Financial Aid Office on or before the first day of classes for Fall 2019 term. Otherwise the first day to work must be officially changed by the FWS Coordinator. This same rule applies to the Spring 2020 FWS awardees (without a Fall 2019 FWS award) must have all of the required documents on file before working to earn their FWS funds as noted above in " ~ **First Day of Classes**". FWS students and FWS supervisors must monitor FWS student's registration of six or more credits (audit credits do not count toward eligibility to receive any financial aid) at all times during the academic year. The FWS Coordinator must be advised of any change of enrollment immediately

~ **FICA** - deductions will NOT be taken during the intersession break from 12/21/2019 through 01/26/2020 (because the break is LESS than 35 calendar days since we have to exclude the dates that overlap T/S #15 and #18 as noted on page 1).

*** **FWS students** who are eligible work during the **Intersession Break** were registered for Fall 2019 for 6 or more credits/WIUs and earned at least \$1.00 in FWS funds and *must be preregistered* for the Spring 2020 for at least 6 credits/WIUs, no exceptions. If any FWS student drops below 6 credits the eligibility to receive federal student aid is forfeited, immediately. Audit credits do not count toward FEDERAL AND/OR INSTITUTIONAL financial aid eligibility.

* **Spring, only FWS Award** - First time FWS students with a one-semester FWS award for the Spring 2020 term the first day to work is Friday, January 27, 2020. See notation labeled " ~ First Day of Classes" above. Newly appointed FWS students for Spring 2019 term or FWS students who accepted or declined their Fall 2019 FWS award and did not earn \$1.00 in FWS monies during Fall 2019 term cannot work during Intersession Break - no exceptions.

FEDERAL WORK STUDY ADVISORY INFORMATION SHEET FOR FWS STUDENTS AND FWS SUPERVISORS DOCUMENT

HAS BEEN E-MAILED TO ALL FWS SUPERVISORS, ACADEMIC PROGRAMS AND/OR DEPARTMENT/OFFICES THAT HAVE AN ASSIGNED FWS STUDENT FOR THIS ACADEMIC YEAR.

IT CONTAINS THE DETAILS OF HOW THE FWS PROGRAM FUNCTIONS, GUIDANCE FOR FWS STUDENTS AND GUIDANCE FOR THE FWS SUPERVISORS.

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