

REVISED #2a ON 09/01/2021

TIME SHEET NUMBER	Pay Periods Start Dates	Pay Periods End Dates	Time Sheets Are Due	Pay Dates	Black Out Holidays & Important Information
* T/S Pay periods listed. Refer to the T/S # listed below.	* T/S = Time Sheet for Hourly FWS * See legend below T/S	* T/S = Time Sheet for Hourly FWS * See legend below T/S	FWS SUPERVISOR'S, E.O.s, and/or Directors ^ are required to submit FWS Time Sheets for processing to the FWS Coordinator.	* Checks mailed from vendor directly to FWS students. * Direct Deposits will be posted on the dates below.	* Do not work on the listed holidays below CUNY is closed - you will not be paid. * FICA may be deducted during intercession pay periods TBA. See below "∞" if you have questions regarding your eligibility to work during intercession. * All required FWS forms must be on file in Financial Aid Office. See "∞" below.
#7	08/25/21	08/28/21	8/30/2021	09/09/21	The First Day to Work for Fall 2021 is Wednesday, August 25 ~
8	08/29/21	09/11/21	9/13/2021	09/23/21	Holiday we are closed on Monday, September 6
9	09/12/21	09/25/21	9/27/2021	10/07/21	
10	09/26/21	10/09/21	10/11/2021	10/21/21	T/S #10 due Friday, 10/08. Monday, 10/11 is a Holiday.
11	10/10/21	10/23/21	10/25/2021	11/04/21	Holiday we are closed on Monday, October 11
12	10/24/21	11/06/21	11/8/2021	11/18/21	
13	11/07/21	11/20/21	11/22/2021	12/02/21	
14	11/21/21	12/04/21	12/6/2021	12/16/21	Holiday we are closed Thursday to Sunday, Nov. 25 - 28
15	12/05/21	12/18/21	12/20/2021	12/30/21	12/17/21 Last Day to Work For FWS Students Graduating end of Fall Term, Taking a LOA for Spring 22 or did not receive a Spring 22 FWS Award.*** FWS pay period #15 ends calendar 2021 earnings on 2021 W2 Form
16	12/19/21	01/01/22	1/3/2022	01/13/22	Holiday we are closed Friday - Monday Dec. 24 -27
17	01/02/22	01/15/22	1/17/2022	01/27/22	Holiday we are closed Friday - Sunday, Dec. 31 - Jan 02, 2022 T/S #17 due Friday, 01/14. Monday, 01/17 is a Holiday
18	01/16/22	01/29/22	1/31/2022	02/10/22	Holiday we are closed Monday, Jan. 17 PLUS FWS students one term Spring 22 Award or who were N/E to work intercession First Day to Work Sp Term Friday, Jan. 28
19	01/30/22	02/12/22	2/14/2022	02/24/22	Holiday we are closed on Friday - Saturday, Feb 11 - 12
20	02/13/22	02/26/22	2/28/2022	03/10/22	Holiday we are closed on Monday, Feb.21
21	02/27/22	03/12/22	3/14/2022	03/24/22	
22	03/13/22	03/26/22	3/28/2022	04/07/22	
23	03/27/22	04/09/22	4/11/2022	04/21/22	
24	04/10/22	04/23/22	4/25/2022	05/05/22	
25	04/24/22	05/07/22	5/9/2022	05/19/22	
26	05/08/22	05/21/22	5/23/2022	06/02/22	Last Day to Work Friday, May 20, 2021
27	Clean Up Cycle	Clean Up Cycle	6/6/2022	06/16/22	

READ BELOW IN ITS ENTIRETY

T/S = TIME SHEET. GC FWS students can work up to 20 hours for each week for a total of 40 hours per pay period. FWS students cannot work more than 7 hours per work day. Please note Fall 21 GC and SOJ FWS students who will not be enrolled for Spring 22 term for any reason must stop working by 12/17/2021. FWS students who want to work after 12/18, must my permission to work over the break between the Fall and Spring terms. FWS Supervisor's and FWS Student's must read the informaton below for clarity and it will assist with the paying of our FWS students in a timely basis.

Only Original FWS Time Sheets or the FWS Substitute Time Sheet will be processed. Submit by email directly to Anne (GC and SOJ). Do not turn either form into a PDF or Word.doc (it will not be accepted and will be discarded unprocessed). Students, Part time staff in any title, and/or CUNY Research Foundation Staff in any title are not permitted to submit FWS Time Sheets or FWS Substitute Time Sheet to our Financial Aid Office. We use the actual FWS Supervisor's name (of record, date, time stamp) advising us the student worked and earned their FWS hours as noted on either FWS Time Sheet Document for our records. We will collect the Original FWS Time Sheet or the original signatures when we return to campus on either FWS Time Sheet document with confirmation from either FWS Coordinator.

Make sure that you and your FWS Supervisor are counting down your time to work over the session: If your GC award is \$5,000/\$18 per hour is equal to a total of 277 hours to work over the Fall = 138.5 Hrs. and Spring = 138.5 Hrs.
For J-School Award of \$2,500 /\$16/hour total hours 156 Hrs. to work over Fall 21 = 78 hrs. and Spring 22 = 78 hrs. FWS students cannot work on any holiday or date the CUNY is closed, as per CUNY Federal Work Study Policy - no exceptions.

= FWS students and their supervisors must have all the documents on file in the Financial Aid Office before the first day to work on Wednesday, August 25 for Fall 2021.

∞ = FICA- may be deducted (if you are working of the Intercession Break that is greater than 35 calendar days including Saturdays and Sundays) according to the federal regulations that govern the Federal Work Study Program

~ First Day of Classes - A FWS student may work only if all of their FWS payroll documents plus the FWS Supervisor's forms are initialed and signed, FWS Student/Employer Acknowledgements and JD/SSR forms are already on file with the GC Office of Fellowships and Financial Aid. This applies to all GC and SOJ FWS students, no exceptions.

^ FWS students and their FWS supervisors (defined as a full time employee Faculty, HEOs, CUNY Office Assistants, CUNY Administrative Assistants, ECP Employee. Supervisors cannot be any part time employee in any part time position in HCM and any full time or part time employee paid on the CUNY Research Foundation payroll) must have all the required documents on file in the GC Office of Fellowships and Financial Aid on or before the first day of classes for Fall 2021 term. Otherwise, the first day to work must be officially changed by the FWS Coordinator. This same rule applies to the Spring 2022 FWS awardees (without a Fall 2021 FWS award): They 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.

*** FWS students will be eligible to work during the Intercession Break if they were registered for Fall 2021 for 6 or more credits/WIUs and earned at least \$1.00 in FWS funds and must also register for Spring 2022 prior to the intercession 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 class credits do not count toward FEDERAL AND/OR INSTITUTIONAL financial aid eligibility.

*Spring, only FWS Award - For first time FWS students with a one-semester FWS award for the Spring 2022 term, the first day to work is Friday, January 28, 2022. See notation labeled " ~ First Day of Classes" above. Newly appointed FWS students for Spring 2022 term or FWS students who accepted or declined their Fall 2021 FWS award and did not earn \$1.00 in FWS monies during Fall 2021 term cannot work during Intercession Break - no exceptions.

If you have any questions, please contact Anne V Johnson, ajohnson@gc.cuny.edu or financialaid@gc.cuny.edu

CUNY The Graduate Center & The Craig Newmark Graduate School of Journalism Federal Work Study FWS students for both campuses should contact me for your questions and concerns.