



Fall 2022 FWS Payroll Calendar

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

	Pay Period Number	Pay Period Begin Date (Sunday)	Pay Period End Date (Saturday)	Time Sheet Due to Financial Aid (Friday)	Pay Date	Dates You Cannot Work CUNY Closed & Important Information
BW	7	08/25/22	08/27/22	08.26.2022	09/08/22	Fall 22 First Day to Work Thursday, 08.25.2022
BW	8	08/28/22	09/10/22	09.09.2022	09/22/22	Monday, September 05 CUNY Closed
BW	9	09/11/22	09/24/22	09.23.2022	10/06/22	
BW	10**	09/25/22	10/08/22	10.07.2022	10/20/22	
BW	11	10/09/22	10/22/22	10.21.2022	11/03/22	Monday, October 10 CUNY Closed
BW	12	10/23/22	11/05/22	11.04.2022	11/17/22	
BW	13**	11/06/22	11/19/22	11.18.2022	12/01/22	
BW	14	11/20/22	12/03/22	12.02.2022	12/15/22	Thursday thru Sunday, November 24 thru 27 CUNY Closed
BW	15**	12/04/22	12/17/22	12.16.2022	12/29/22	If you on LOA Sp 23, Not Reg. Sp 23 or Graduating 2/2023, Dec. 17 is your last day to work.
BW	16~ >	12/18/22	12/31/22	12.29.2022	01/12/23	To work pass 12/17 contact FWS Coordinator. Dec. 23 to 26,30 & 31 CUNY Closed.
BW	17**<	01/01/23	01/14/23	01.13.2023	01/26/23	Sunday, January 01 CUNY Closed
BW	18	01/15/23	01/24/23	01.26.2023	02/09/23	Monday, January 16 CUNY Closed. Last day to work during the break is January 24, 2023

GRD01 FWS Students \$2,500 for Fall Term should be working 13.5 hours per pay period. SOJ01 FWS Students \$2000 for Fall Term should be working 12.5 hours per pay period.

The above formula applies to those FWS students who will be working over the break between the Fall 22 and Spring 23 terms. FWS Supervisor must adjust the work schedule for any student who cannot work over the break and the time worked will be calculated between Fall pay periods 7 through 15, only, no exceptions.

Spring FWS Award Hours begin on Wednesday, January 25, 2023 and not before.

FWS funding does not pay for Jury Duty, Sick time, and/or Vacation Days,

Financial Aid Notes and Reminders:

\*\* Due to holidays, Pay Periods 2, 3, 10, 13, 15, 17 and 19 have a two day window.

\*\*Pay Period #13: timesheet input deadline will be on a Tuesday due to holidays.

\*\*Pay Period #15: timesheet input deadline will be on a Tuesday due to holidays.

~ > Pay Period #16: This payment will be on 2023 FWS W2 Form

\*\* < Pay Period #17: there will be no Intercession FICA tax deduction since the break is less than the 35 day period between the Fall and Spring terms.

Dates listed on this schedule are subject to change based on CUNYfirst down time.

> FWS Students and FWS Supervisors Reminders:

> who will not be enrolled for Spring 23, may not work after the Fall term of 12.17.22. Any FWS student who is not returning for the Spring 2023 term for any reason or will be enrolled for less than 6 credits (audit class credits do not count toward enrollment for financial aid) cannot work to earn FWS funding, and will not be paid.

> Special Permission is required from the FWS Coordinator to work after 12.17.2022 for all FWS students (who are also enrolled for Spring 2023 for 6 credits (this excludes all audit class credits) or more before 12.17.2022 FWS enrollment deadline) for those FWS student who would like to work over the break with their FWS Supervisor.

FWS Students can work up to 7 hours per day and cannot work more than 20 hours per week.

FWS students working in Psych Clinics and Science Labs can work up to 8 hours per day and cannot work more than 20 hours/week.



Spring 2023 FWS Payroll Calendar

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	Pay Period Number	Pay Period Begin Date (Sunday)	Pay Period End Date (Saturday)	Time Sheet Due to Financial Aid (Friday)	Pay Date	Dates You Cannot Work CUNY Closed & Important Information
BW	18	01/25/23	01/28/23	01.27.2023	02/09/23	Spring 23 First Day to Work, Wednesday, 01/25
BW	19**	01/29/23	02/11/23	02.10.2023	02/23/23	
BW	20	02/12/23	02/25/23	02.24.2023	03/09/23	Sunday, 02/12; Monday, 02/13; and Monday, 02/20 CUNY Closed
BW	21	02/26/23	03/11/23	03.10.2023	03/23/23	
BW	22	03/12/23	03/25/23	03.24.2023	04/06/23	
BW	23	03/26/23	04/08/23	04.07.2023	04/20/23	
BW	24	04/09/23	04/22/23	04.21.2023	05/04/23	
BW	25	04/23/23	05/06/23	05.05.2023	05/18/23	
BW	26 #	05/07/23	05/20/23	05.19.2023	06/01/23	The last day to work for Spring 2023, Friday, May 19, 2023
BW	27	CLEAN UP PAY CYCLE	CLEAN UP PAY CYCLE	06.02.2023	06/15/23	To Pay Late or Missed FWS Time Sheets from all Prior Pay Periods

GRD01 FWS Students \$2,500 for Spring Term should be working 13.5 hours per pay period. SOJ01 FWS Students \$2000 for Spring Term should be working 12.5 hours per pay period.

The above formula applies to those FWS students who worked over the break between the Fall 22 and Spring 23 terms. FWS Supervisor must adjust the Spring work schedule for any FWS student who did not work over the break and the time to work will be calculated between Spring pay periods 18 through 26, only, no exceptions.

FWS funding does not pay for Jury Duty, Sick time, and/or Vacation Days,

Financial Aid Notes and Reminders:

- FWS students cannot work more than 20 hours per week, no exceptions.
- \*\*Pay Period #13: timesheet input deadline will be on a Tuesday due to holidays.
- \*\*Pay Period #15: timesheet input deadline will be on a Tuesday due to holidays.
- ~ > Pay Period #16: This payment will be on 2023 FWS W2 Form
- \*\* < Pay Period #17: there will be no Intercession FICA tax deduction since the break is less than the 35 day period between the Fall and Spring terms.

# FWS Students and FWS Supervisors Notes and Reminders

may not work after the last day to work for the Spring term Friday, 05-19-2023.  
Dates listed on this schedule are subject to change based on CUNY first down time.