Timesheets must be signed by a supervisor whose signature has been entered on the student's referral papers. Unsigned or improperly signed timesheets will cause delays in payment as we wait for appropriate signature(s).

<table>
<thead>
<tr>
<th>Pay Period #</th>
<th>Pay Period Dates</th>
<th>Hours Worked</th>
<th>Hours Remaining</th>
<th>Time Sheet Due In JH 202</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>08/28/13 - 09/06/13</td>
<td></td>
<td>09/06/13</td>
<td>09/25/13</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>09/07/13 - 09/20/13</td>
<td></td>
<td>09/20/13</td>
<td>10/09/13</td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>09/21/13- 10/04/13</td>
<td></td>
<td>10/04/13</td>
<td>10/23/13</td>
<td></td>
</tr>
<tr>
<td>170</td>
<td>10/05/13 10/18/13</td>
<td></td>
<td>10/18/13</td>
<td>11/06/13</td>
<td></td>
</tr>
<tr>
<td>190</td>
<td>10/19/13 - 11/01/13</td>
<td></td>
<td>11/01/13</td>
<td>11/20/13</td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>11/02/13 - 11/15/13</td>
<td></td>
<td>11/15/13</td>
<td>11/27/13</td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>11/16/13- 11/29/13</td>
<td></td>
<td>12/02/13 Monday</td>
<td>12/18/13</td>
<td></td>
</tr>
<tr>
<td>230</td>
<td>11/30/13- 12/13/13</td>
<td></td>
<td>12/13/13</td>
<td>12/23/13</td>
<td></td>
</tr>
<tr>
<td>250</td>
<td>12/14/13-12/27/13</td>
<td></td>
<td>12/27/13</td>
<td>01/15/14</td>
<td></td>
</tr>
<tr>
<td>270</td>
<td>12/28/13 - 01/10/14 ^</td>
<td></td>
<td>01/10/14</td>
<td>01/29/14</td>
<td></td>
</tr>
<tr>
<td>290</td>
<td>01/11/14 - 01/24/14 ^</td>
<td></td>
<td>01/24/14</td>
<td>02/13/14</td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>01/25/14- 02/07/14</td>
<td></td>
<td>02/07/14</td>
<td>02/26/14</td>
<td></td>
</tr>
<tr>
<td>330</td>
<td>02/08/14- 02/21/14</td>
<td></td>
<td>02/21/14</td>
<td>03/12/14</td>
<td></td>
</tr>
<tr>
<td>350</td>
<td>02/22/14 - 03/07/14</td>
<td></td>
<td>03/07/14</td>
<td>03/26/14</td>
<td></td>
</tr>
<tr>
<td>370</td>
<td>03/08/14 - 03/21/14</td>
<td></td>
<td>03/21/14</td>
<td>04/09/14</td>
<td></td>
</tr>
<tr>
<td>390</td>
<td>03/22/14 - 04/04/14</td>
<td></td>
<td>04/04/14</td>
<td>04/23/14</td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>04/05/14 - 04/18/14</td>
<td></td>
<td>04/18/14</td>
<td>05/07/14</td>
<td></td>
</tr>
<tr>
<td>430</td>
<td>04/19/14 - 05/02/14</td>
<td></td>
<td>05/02/14</td>
<td>05/21/14</td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>05/03/14- 05/16/14</td>
<td></td>
<td>05/16/14</td>
<td>06/04/14</td>
<td></td>
</tr>
<tr>
<td>460</td>
<td>05/17/14 - 05/23/14*</td>
<td></td>
<td>05/23/14</td>
<td>06/11/14</td>
<td></td>
</tr>
</tbody>
</table>

*ONE WEEK PAY PERIOD

**December 23, 2013 is the last day for graduating(Fall) or transferring students to work.

^Only students who were registered in the F13 and are preregistered for at least six credits in the Sp14 can work during intersession.
Queens College - Financial Aid Services
2013 - 2014 FWS Payroll Calendar and Student’s Balance Remaining Worksheet (continued)

*******************************************************************************************************************

URGENT: Students may not work beyond the amount of their Federal Work Study awards. Use the payroll calendar and form on the reverse to keep track of your hours and avoid problems.

Please note the following dates:
August 28, 2013 The start date of the academic year work study program
December 23, 2013 End of Fall exam period; last day to work for students who are graduating or transferring to another college at the end of the Fall semester
May 23, 2014 Last work date of the academic year work study program

If you stop attending and / or withdraw from all of your classes, you must stop work at the same time.

Students with sufficient funds remaining in their award and still eligible for the program may work
• up to 20 hrs per week while classes are in session
• up to 35 hours per week during vacation weeks depending on the needs of the department.

IF YOU CHANGE YOUR ADDRESS, NOTIFY THE FINANCIAL AID OFFICE AND REGISTRAR
Checks will be mailed to you at the address on record in the Financial Aid Office on or about the CHECK DATE listed on the reverse. If you have submitted a Direct Deposit Authorization Form to the Bursar's Office, your Federal Work Study checks will be deposited directly into the account you have specified.

Direct Deposit Authorization Forms are available on the Financial Aid Office’s web site, in the Financial Aid Office, and in the Bursar’s Office.

PAY RATES
Pay rates for students assigned to on-campus work study jobs are:
$9.00 per hour - undergraduates
$10.00 per hour - graduate students

PUBLIC SERVICE CORPS
NOTE: There is a different pay schedule for students referred to the Public Service Corps. Schedule and payment information are available from the Public Service Corps.

CHECKS MUST BE DEPOSITED OR CASHED IMMEDIATELY UPON RECEIPT
If you do not have your own bank account, you may want to cash your check at the following Citibank branch. This branch in the immediate vicinity of Queens College:
Citibank (Utopia Parkway branch) 176-50 Union Tpke, Flushing, NY 11366

You may cash your check at any Citibank branch, you must have a current CUNY issued ID and a second form of government issued ID such as a valid driver’s license, passport and/or green card.