

Queens College - Financial Aid Services
**2018 - 2019 FWS Payroll Calendar
 and Student's Balance Remaining Worksheet**

Student's Name: (FIRST) _____ (LAST) _____

Agency / Job Location: _____

Total Award \$ _____ Total Hours Available at Placement _____ Rate of Pay: _____ per hour

URGENT: Students may not work beyond the amount of their Federal Work Study awards. We hope that this payroll calendar / worksheet below will help the student and supervisor keep track of hours and avoid problems. THERE MUST BE A SEPARATE TIME SHEET FOR EACH WORK PERIOD LISTED BELOW. Time sheets not completed or submitted in compliance with FWS payroll guidelines will be returned to the supervisor.

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

Pay Period #	Pay Period Dates	Hours Worked	Hours Remaining	Time Sheet Due In TimesheetX	Check Date
MAX HRS ---->>					
7**	08/27/18 - 09/01/18*			09/04/18 (Tues.)	09/13/18
8	09/02/18 - 09/15/18			09/17/18	09/27/18
9	09/16/18 - 09/29/18			10/01/18	10/11/18
10	09/30/18 - 10/13/18			10/15/18	10/25/18
11	10/14/18 - 10/27/18			10/29/18	11/08/18
12**	10/28/18 - 11/10/18			11/11/18	11/21/18
13	11/11/18 - 11/24/18			11/26/18	12/06/18
14	11/25/18 - 12/08/18			12/10/18	12/20/18
15**	12/09/18 - 12/22/18			12/22/18 (Sat.)	01/03/19
16	12/23/18 - 01/05/18 ^			01/07/18	01/17/19
17**	01/06/19 - 01/19/19 ^			01/22/19	01/31/19
18	01/20/19 - 02/02/19			02/04/19	02/14/19
19**	02/03/19 - 02/16/19			02/20/18 (Tues.)	02/28/19
20	02/17/19 - 03/02/19			03/05/18	03/14/19
21	03/03/19 - 03/16/19			03/19/18	03/28/19
22	03/17/19 - 03/30/19			04/02/18	04/11/19
23	03/31/19 - 04/13/19			04/16/18	04/25/19
24	04/14/19 - 04/27/19			04/30/18	05/09/19
25	04/28/19 - 05/11/19			05/14/18	05/23/19
26**	05/12/18 - 05/25/19*			05/29/18 (Tues.)	06/06/19

*Less than two week period

**December 21, 2018 is the last day for graduating (Fall 18) or transferring students to work.

^Only students who were registered in F18 and are preregistered for at least six credits in Sp19 can work during intersession, FICA will deducted from your paychecks at this time.

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**2018- 2019 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 27, 2018: The start date of the academic year work study program

December 21, 2018: 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 22, 2019: 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, please update the information on CUNYFIRST. Checks will be mailed to you at the address on record in Cunyfirst on or about the CHECK DATE listed on the reverse. **We encourage** all students to use **Direct Deposit** for their pay checks. Set up Direct Deposit through your Student Center on Cunyfirst.

PAY RATES

Pay rates for students assigned to on-campus work study jobs are:

\$15.00 per hour - undergraduates

\$16.00 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 is 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.