



## 2006/2007 FEDERALWORK-STUDY (FWS) PAYROLL SCHEDULE

*THIS SCHEDULE SHOULD BE USED BY THE FWS SUPERVISOR/ALTERNATE SUPERVISOR AND STUDENT TO RECORD AND TRACK THE FWS STUDENT AIDE'S TIMESHEET(S). BRING THIS SHEET WITH YOU WHEN MAKING INQUIRIES.*

Student's Name \_\_\_\_\_  
 Employer (job site) \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Contract Date \_\_\_\_\_ Original Award \$ \_\_\_\_\_

SS # (Last 4 digits) \_\_\_\_\_  
 Rm# \_\_\_\_\_ Tel.# \_\_\_\_\_  
 Alternate supervisor \_\_\_\_\_  
 Total # hrs. \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_

	CYCLE	Pay Period (two weeks)	Time Sheets Due Tuesdays	Checks Mailed/Direct Deposit Wednesdays	Hours Worked	Earnings	Balance	Hours Left	Notes
Summer 2006	010	5/27-6/9	6/13/06	7/6/06 (Thursday)					
	020	6/10-6/23	6/27/06	7/13/06					
	030**	6/24-6/30	7/5/06	7/20/06					
	040	7/1-7/14	7/18/06	8/3/06					
	050	7/15-7/28	8/1/06	8/17/06					
	070	7/29-8/11	8/15/06	8/30/06					
	090	8/12-8/25	8/29/06	9/13/06					
	Fall 2006	110	8/26-9/8	9/12/06	9/27/06				
130		9/9-9/22	9/26/06	10/12/06 (Thursday)					
150		9/23-10/6	10/10/06	10/25/06					
170		10/7-10/20	10/24/06	11/8/06					
190		10/21-11/3	11/7/06	11/22/06					
210		11/4-11/17	11/21/06	12/6/06					
230		11/18-12/1	12/5/06	12/20/06					
250+		12/2-12/15	12/19/06	1/5/07 (Friday)					
*Intersession	270	12/16-12/29	1/2/07	1/18/07 (Thursday)					
	290	12/30-1/12/07	1/16/07	1/31/07					
	310	1/13-1/26	1/30/07	2/15/07 (Thursday)					
Spring 2007	330	1/27-2/9	2/13/07	2/28/07					
	350	2/10-2/23	2/27/07	3/14/07					
	370	2/24-3/9	3/13/07	3/28/07					
	390	3/10-3/23	3/27/07	4/11/07					
	410	3/24-4/6	4/10/07	4/25/07					
	430	4/7-4/20	4/24/07	5/9/07					
	450	4/21-5/4	5/8/07	5/23/07					
	470	5/5-5/18	5/22/07	6/6/07					
	490**	5/19-5/25	6/5/07	6/20/07					

### **IMPORTANT PAYROLL INFORMATION:**

- After the student has accepted the FWS position, the FWS supervisor/alternate supervisor must submit the following signed forms before a timesheet can be processed for payment:
  - SIGNED FWS STUDENT- EMPLOYER CONTRACT
  - STATEMENT OF SUPERVISOR'S RESPONSIBILITIES, AND
  - BLUE CROSS-INDEX CARD
 Mail the three forms to The City College of New York, The Financial Aid Office, Administration Building, Rm. 104, 160 Convent Avenue, N.Y., 10031 or they may be dropped off in the "FWS DROP- OFF BOX" located in the Financial Aid Office's Reception Area.
- The *FWS STUDENT-EMPLOYER CONTRACT* states that student must stop working when the award limit has been earned or when the "LAST DAY TO WORK" has been reached, whichever comes first. **The Financial Aid Office cannot pay students who have worked prior to the placement date, worked past the award limit or worked past the last day to work.**
- \*The student is required to pay Social Security Tax (FICA TAX) of 7.65% on the earnings: (a) if he/she is not enrolled for at least 6 credits during the summer, (b) during the intersession period and/or (c) if he/she is working on an OFF-CAMPUS job site.
- The **LAST DAY TO WORK** for the Summer, 2006 FWS Program is Friday, August 25, 2006.  
 The **LAST DAY TO WORK** for the Fall, 2006/ Spring, 2007 FWS Program is Friday, May 25, 2007.
- \*\*One-week payroll period.
- +The student must stop working on the last day of Fall semester, 12/13/06, if he/she does not intend to register for at least 6 credits for the Spring semester.
- If the student drops below 6 credits during the Fall/Spring semester, HE/SHE MUST STOP WORKING IMMEDIATELY.**
- COLLEGE CLOSED: For 2006 - 7/4, 9/4, 10/9, 11/23, 11/24, 11/25, 12/24, 12/25, 12/31**  
**For 2007 - 1/1, 1/15, 2/12, 2/19, 5/28**



**FINANCIAL AID**  
**Division of Student Affairs**

Administration Building, Room 104  
160 Convent Avenue  
New York, New York 10031  
Tel: 212.650.6662  
Fax: 212.650.5829

**FEDERAL WORK STUDY (FWS) PAYROLL INFORMATION:**

**Supervisor**

1. You and/or the alternate supervisor can keep track of the timesheet due dates, pay periods and earnings by completing the entries on the reverse side of this page. Only you or the alternate supervisor can sign the timesheet. No other signatures are acceptable. (There must be available funds in the student's FWS award to pay the student.)
2. You or the alternate supervisor **must** submit the student's timesheet (white original copy) by the **last day** of the payroll period to help insure that the timesheet is processed by the City University **deadline**.

**Student**

1. You can keep track of the timesheet due dates, pay periods and earnings by completing the entries on the previous page. You should keep pink copies of the timesheets for your records.
2. The Office of the University Controller of The City University of New York will mail all financial aid checks.
  - Please be sure that the Financial Aid Office, has the correct, current address. If you update your address in the Registrar's Office, you must also update your address in the Financial Aid Office.
  - You may want to consider having your financial aid check(s) directly deposited into your checking or savings account. For more information, contact the Bursar's Office, room A-103, or call (212) 650-8705.
3. If you do not receive the check *after* waiting ten mailing days, please:
  - A. Check with the Financial Aid Office to see if the timesheet was received *after* the *timesheet due deadline*. If the timesheet was received *after* the *deadline*, it will be processed for the next check distribution date.
  - B. If the timesheet was *not* submitted, ask that your supervisor or alternate supervisor to submit the timesheet. It will be processed for the next check distribution date.
4. If you still have not received a check you should put a STOP PAYMENT on the check in the Financial Aid Office. The University will issue a replacement check in **approximately** 4 – 6 weeks. The Bursar's Office will notify you by mail when the replacement check is available for pick up. (Bring your ID card.) Report lost, stolen or mutilated checks to the Financial Aid Office immediately.

If you receive the original check in the mail *after* the STOP PAYMENT process has been initiated, you must return the original check to the Bursar's Office. The original check has already been stopped and **CANNOT** be cashed.