



2007/2008 FEDERAL WORK-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 2007	010	5/26-6/1	6/5/07	6/19/07 (<i>Tuesday</i>)					
	020	6/2-6/15	6/19/07	7/3/07					
	030	6/16-6/29	7/3/07	7/19/07					
	040	6/30-7/13	7/17/07	8/2/07					
	050	7/14-7/27	7/31/07	8/16/07					
	070	7/28-8/10	8/14/07	8/29/07					
	090	8/11-8/24	8/28/07	9/12/07					
Fall 2007	110	8/25-9/7	9/11/07	9/26/07					
	130	9/8-9/21	9/25/07	10/11/07 (<i>Thursday</i>)					
	150	9/23-10/6	10/9/07	10/24/07					
	170	10/6-10/19	10/23/07	11/7/07					
	190	10/20-11/2	11/6/07	11/21/07					
	210	11/3-11/16	11/20/07	12/5/07					
	230	11/17-11/30	12/4/07	12/19/07					
	250+	12/1-12/14	12/26/07	1/10/08 (<i>Thursday</i>)					
*Intersession	270	12/15-12/28	1/8/08	1/24/08 (<i>Thursday</i>)					
	290	12/29-1/11/08	1/22/08	2/06/08					
	310	1/12-1/25/08	2/5/08	2/21/08					
Spring 2008	330	1/26-2/8/08	2/19/08	3/5/08					
	350	2/9-2/22/08	3/4/08	3/19/08					
	370	2/23-3/7/08	3/18/08	4/2/08					
	390	3/8-3/21/08	4/1/08	4/16/08					
	410	3/22-4/8/08	4/15/08	4/30/08					
	430	4/5-4/18/08	4/29/08	5/14/08					
	450	4/19-5/2/08	5/13/08	5/29/08					
	470	5/3-5/16/08	5/27/08	6/04/08					
	480**	5/17-5/23/08	6/3/08	6/11/08					

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, 2007 FWS Program is Friday, August 24, 2007.
 The **LAST DAY TO WORK** for the Fall, 2007/ Spring, 2008 FWS Program is Friday, May 23, 2008.
- **One-week payroll period.
- +The student must stop working on the last day of Fall semester, 12/14/07, 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 2007 - 7/4, 9/3, 10/8, 11/22, 11/23, 12/24, 12/25, 12/31
 For 2008 - 1/1, 1/21, 2/12, 2/18, 5/26