

2023-2024 Federal Work Study Payroll Calendar

Pay Period Number	Pay Period Begin Date (Sunday)	Pay Period End Date (Saturday)	Timesheet Due Date (Student – due by 11:59pm)	Timesheet Due Date (Supervisor – due by 5:00pm)	Check Date (Direct Deposit)
10**	09/24/23	10/07/23	10/07/23	10/10/23	10/19/23
11	10/08/23	10/21/23	10/21/23	10/23/23	11/02/23
12	10/22/23	11/04/23	11/04/23	11/06/23	11/16/23
13**	11/05/23	11/18/23	11/18/23	11/20/23	11/30/23
14	11/19/23	12/02/23	12/02/23	12/04/23	12/14/23
15	12/03/23	12/16/23	12/16/23	12/18/23	12/28/23
16**	12/17/23	12/30/23	12/30/23	01/02/24	01/11/24
17**	12/31/23	01/13/24	01/13/24	01/15/24	01/25/24
18	01/14/24	01/27/24	01/27/24	01/29/24	02/08/24
19**	01/28/24	02/10/24	02/10/24	02/12/24	02/22/24
20	02/11/24	02/24/24	02/24/24	02/26/24	03/07/24
21	02/25/24	03/09/24	03/09/24	03/11/24	03/21/24
22	03/10/24	03/23/24	03/23/24	03/25/24	04/04/24
23	03/24/24	04/06/24	04/06/24	04/08/24	04/18/24
24	04/07/24	04/20/24	04/20/24	04/22/24	05/02/24
25	04/24/24	05/04/24	05/04/24	05/06/24	05/16/24
26	05/05/24	05/18/24	05/18/24	05/20/24	05/30/24
27	05/19/24	05/22/24	05/22/24	06/03/24	06/13/24

*****Due to holidays, Pay Periods 10, 13, 16, 17 and 19 have a two-day timesheet window. Timesheets are due at 12 noon. NO EXCEPTIONS!**

Important:

- The FWS program for Fall 2023 ends Wednesday, December 20, 2023
- The FWS program for Spring 2024 begins Wednesday, February 14, 2024
- Last day to work for the 2023-2024 Academic Year is Wednesday, May 22, 2024

Holidays (College Closed):

Columbus Day – 10/09/23
 Thanksgiving Holiday – 11/23/23-11/26/23
 Christmas Holiday --12/24/23-12/25/23
 New Year Holiday –12/31/23-01/01/24

Martin Luther King Jr. Day- 01/15/24
 Lincoln’s Birthday– 02/12/24

President’s Day – 02/19/24

No classes scheduled (College Open):

09/24/23-09/25/23
 11/22/23
 03/29/24-03/31/24

Conversion Days:

10/10/23 (Monday Schedule)
 02/22/24 (Monday Schedule)
 02/28/24 (Monday Schedule)

Spring Recess (Students can work):

04/22/24-04/30/24

Important Information

- The FWS STUDENT-EMPLOYER HIRE APPROVAL EMAIL states that the student must stop working when your award 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 hire approval date, worked beyond the FWS accepted award or worked past the last day to work.
 - First day eligible to work – the day you receive the FWS Student-Employer Hire Approval Email.
- The Fall semester ends Wednesday, December 20, 2023.
 - Students graduating at the end of the Fall 23 semester cannot work after December 20, 2023 regardless of any unearned wages/award.
- Students may be required to pay FICA TAX on their earnings: (1) If not enrolled for at least six (6) credits during the intersession period (payrolls 17 and 18) and (2) if working at an Off-Campus job site.
- Students can only work if they have funds available and continue to meet all FWS program eligibility requirements.
- Students can work a maximum of 20 hours per week.
- Students can be paid only for those hours actually worked. Federal and State law prohibit any deviation from this regulation.
- An unpaid work break is mandatory if the student works more than six (6) consecutive hours.
 - After 6 hours, one half hour is the minimum break allowed.
- The supervisor is responsible for making sure that the students do not work in excess of their FWS allocated award.

Payroll Information

- **If you have any general and/or payroll related inquiries, please send an email to fedwork.study@lehman.cuny.edu and include your full name and EMPLID (Pay Period, Supervisor Name and Department if applicable).**
- Students must submit their timesheets to their supervisor(s) by the last day of the pay period (Saturday by 11:59pm) in order to allow them enough time to receive, review and approve them.
- Supervisor(s) must comply with submission deadline as indicated on the FWS Payroll Calendar to avoid any payment delays.
 - Any timesheet submitted after the deadline will be processed for the following pay period.
- For direct deposit information, please refer to this link: [Direct Deposit – The City University of New York \(www.cuny.edu\)](http://www.cuny.edu)