

2024-2025 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)
9	09/08/24	09/21/24	09/21/24	09/25/24	10/03/24
10	09/22/24	10/05/24	10/05/24	10/07/24	10/17/24
11	10/06/24	10/19/24	10/19/24	10/21/24	10/31/24
12	10/20/24	11/02/24	11/02/24	11/04/24	11/14/24
13	11/03/24	11/16/24	11/16/24	11/18/24	11/27/24
14	11/17/24	11/30/24	11/30/24	12/02/24	12/12/24
15	12/01/24	12/14/24	12/14/24	12/16/24	12/26/24
16**	12/15/24	12/28/24	12/28/24	12/30/24	01/09/25
17	12/29/24	01/11/25	01/11/25	01/13/25	01/23/25
18	01/12/25	01/25/25	01/25/25	01/27/25	02/06/25
19**	01/26/25	02/08/25	02/08/25	02/10/25	02/20/25
20	02/09/25	02/22/25	02/22/25	02/24/25	03/06/25
21	02/23/25	03/08/25	03/08/25	03/10/25	03/20/25
22	03/09/25	03/22/25	03/22/25	03/24/25	04/03/25
23	03/23/25	04/05/25	04/05/25	04/07/25	04/17/25
24	04/06/25	04/19/25	04/19/25	04/21/25	05/01/25
25	04/20/25	05/03/25	05/03/25	05/05/25	05/15/25
26	05/04/25	05/17/25	05/17/25	05/19/25	05/29/25
27	05/18/25	05/31/25	05/31/25	06/02/25	06/12/25

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

Important:

- The FWS program for Fall 2024 ends Saturday, December 21, 2024
- The FWS program for Spring 2025 begins Monday, February 10, 2025
- Last day to work for the 2024-2025 Academic Year is Thursday, May 22, 2025

Holidays (College Closed):

Columbus Day – 10/14/24
 Thanksgiving Holiday – 11/28/24 - 11/29/24
 Christmas Holiday --12/24/24 - 12/25/24
 New Year Holiday –12/31/24 - 01/01/25
 Martin Luther King Jr. Day- 01/20/25
 Lincoln’s Birthday– 02/12/25
 President’s Day – 02/17/25

Spring Recess (Students can work):
 04/12/25 - 04/20/25

No classes scheduled (College Open):

10/02/24 – 10/04/24
 10/11/24 – 10/12/24
 11/30/24 – 12/1/24
 01/29/25

Conversion Days:

10/15/24 (Monday Schedule)
 11/27/24 (Friday Schedule)
 02/18/25 (Monday Schedule)
 03/06/25 (Wednesday Schedule)

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 Saturday, December 21, 2024.
 - Students graduating at the end of the Fall 24 semester cannot work after December 21, 2024 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 only work a maximum of 20 hours per week.
- Students can only be paid 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 six (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 \(www.cuny.edu\)](#)