

2025-2026 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)
2	06/01/25	06/14/25	06/14/25	06/16/25	06/26/25
3	06/15/25	06/28/25	06/28/25	06/30/25	07/10/25
4	06/29/25	07/12/25	07/12/25	07/14/25	07/24/25
5	07/13/25	07/26/25	07/26/25	07/28/25	08/07/25
6	07/27/25	08/09/25	08/09/25	08/11/25	08/21/25
7	08/10/25	08/23/25	08/23/25	08/25/25	09/04/25
8	08/24/25	09/06/25	09/06/25	09/08/25	09/18/25
9	09/07/25	09/20/25	09/20/25	09/22/25	10/02/25
10	09/21/25	10/04/25	10/04/25	10/06/25	10/16/25
11	10/05/25	10/18/25	10/18/25	10/20/25	10/30/25
12	10/19/25	11/01/25	11/01/25	11/03/25	11/13/25
13**	11/02/25	11/15/25	11/15/25	11/17/25	11/26/25
14	11/16/25	11/29/25	11/29/25	12/01/25	12/11/25
15**	11/30/25	12/13/25	12/13/25	12/15/25	12/24/25
16***	12/14/25	12/27/25	12/27/25	12/29/25	01/08/26
17	12/28/25	01/10/26	01/10/26	01/12/26	01/22/26
18	01/11/26	01/24/26	01/24/26	01/26/26	02/05/26
19***	01/25/26	02/07/26	02/07/26	02/09/26	02/19/26
20	02/08/26	02/21/26	02/21/26	02/23/26	03/05/26
21	02/22/26	03/07/26	03/07/26	03/09/26	03/19/26
22	03/08/26	03/21/26	03/21/26	03/23/26	04/02/26
23	03/22/26	04/04/26	04/04/26	04/06/26	04/16/26
24	04/05/26	04/18/26	04/18/26	04/20/26	04/30/26
25	04/19/26	05/02/26	05/02/26	05/04/26	05/14/26
26	05/03/26	05/16/26	05/16/26	05/18/26	05/28/26
27	05/17/26	05/30/26	05/30/26	06/01/26	06/11/26

*****Due to holidays, Pay Periods 13, 15, 16, and 19 have a two-day timesheet window. Timesheets are due at 12 noon. NO EXCEPTIONS!**

Important Dates:

- The FWS program for Summer 2025 begins Monday, June 23, 2025.
- The FWS program for Summer 2025 ends Tuesday, August 19, 2025.
- The FWS program for Fall 2025 begins Monday, September 8, 2025.
- The FWS program for Fall 2025 ends Monday, December 22, 2025.
- The FWS program for Spring 2026 begins Monday, February 9, 2026.
- The last day to work for the 2025-2026 Academic Year is Tuesday, May 26, 2026.

Holidays (College Closed):

Juneteenth - 06/19/25
Fourth of July - 07/04/2025
Labor Day - 09/01/25
Columbus Day - 10/13/25
Thanksgiving Holiday - 11/27/25-11/28/25
Christmas Holiday - 12/24/25-12/25/25
New Year Holiday - 12/31/25-01/01/26
Martin Luther King Jr. Day - 01/19/26
Lincoln's Birthday - 02/12/26
President's Day - 02/16/26
Memorial Day 05/25/26

No classes scheduled (College Open):

08/30/25-08/31/25
09/22/25-09/24/25
10/01/25-10/02/25
10/20/25
11/29/25-11/30/25
02/17/26
03/20/26

Conversion Days:

10/14/25 (Monday Schedule)
10/24/25 (Monday Schedule)
04/21/26 (Thursday Schedule)

Spring Recess (Students can work):

04/01/26-04/09/26

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 Monday, December 22, 2025.
 - Students graduating at the end of the Fall '25 semester cannot work after December 22, 2025 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/direct-deposit)