



Office of Financial Aid
(718) 270-6141

Federal Work Study (FWS) Program

2024 – 2025 FEDERAL WORK-STUDY PAYROLL SCHEDULE

PAY PERIOD NUMBER	PAY PERIOD DATE BEGINS (Sunday)	PAY PERIOD DATE ENDS (Saturday)	HOLIDAY	TIME SHEET DUE IN FINANCIAL AID OFFICE	PAY DATE
1*	05/19/2024	06/01/2024	Memorial Day (May 27, 2023)	06/05/2024	06/13/2024
2**	06/02/2024	06/15/2024		06/18/2024	06/27/2024
3	06/16/2024	06/29/2024	Juneteenth (June 19, 2024)	07/03/2024	07/11/2024
4	06/30/2024	07/13/2024	Independence Day (July 4, 2024)	07/17/2024	07/25/2024
5	07/14/2024	07/27/2024		07/31/2024	08/8/2024
6	07/28/2024	08/10/2024		08/14/2024	08/22/2024
7	08/11/2024	08/24/2023	Summer '24 Last Day to Work (Aug. 19, 2024) Fall '24 Semester Begins (Aug. 28, 2024)	08/28/2024	09/05/2024
8	08/25/2024	09/07/2024	Labor Day (Sept. 2, 2024)	09/11/2024	09/19/2024
9	09/08/2024	09/21/2024		09/25/2024	10/03/2024
10	09/22/2024	10/05/2024		10/09/2024	10/17/2024
11	10/06/2024	10/19/2024	Columbus Day (Oct 14, 2024)	10/23/2024	10/31/2024
12	10/20/2024	11/02/2024		11/06/2024	11/14/2024
13	11/03/2024	11/16/2024		11/20/2024	11/27/2024
14	11/17/2024	11/30/2024	Thanksgiving Day (Nov 28 – Nov 29, 2024)	12/04/2024	12/12/2024
15	12/01/2024	12/14/2024		12/18/2024	12/26/2024
16**	12/15/2024	12/28/2024	Last Day of Fall '24 Semester (Dec. 21, 2024)	01/02/2025	01/09/2025
17	12/29/2024	01/11/2025	New Year Eve Day (Dec. 31, 2024 – Jan. 1, 2025) Winter '25 Intersession (Jan 2 - Jan 23, 2025)	01/15/2025	01/23/2025
18	01/12/2025	01/25/2025	Dr. Martin Luther King, Jr. Birthday (Jan 16, 2024)	01/29/2025	02/06/2025
19**	01/26/2025	02/08/2025		02/11/2025	02/20/2025
20	02/09/2025	02/22/2025	Lincoln's Birthday (Feb 12, 2025) President's Birthday (Feb. 17, 2025)	02/26/2025	03/06/2025
21	02/23/2025	03/08/2025		03/12/2025	03/20/2025
22	03/09/2025	03/22/2025		03/26/2025	04/03/2025
23	03/23/202	04/05/2025		04/09/2025	04/17/2025
24	04/06/2025	04/19/2025		04/23/2025	05/01/2025

25	04/20/2025	05/03/2025	Spring Break (April 12 – 20, 2025)	05/07/2025	05/15/2025
26	05/04/2025	05/17/2025		05/21/2025	05/29/2025
27	05/18/2025	05/31/2025	Last Day of Spring '25 Semester & FWS program (May 22, 2025)	06/04/2025	06/12/2025

SPECIAL NOTES:

1. Timesheets submitted which are not in compliance with FWS payroll guidelines will be returned to the supervisor. Please be reminded that unsigned timesheets will be returned for appropriate signature(s). Acceptable signatures are those indicated on the *2024 - 2025 Federal Work Study Program Student/ Employer Acknowledgments*.

2. Pay special attention to timesheet due dates. Timesheets are due every Monday following the end of work period by the close of business on the day indicated on the schedule. If you work more than *six (6)* consecutive hours; one half-hour is the minimum break required.

3. **FWS Supervisors must email the FWS timesheet. If a timesheet is submitted late, students will have to wait no less than four (4) weeks to receive payment for that work period.**

4. All students must register for and maintain a minimum of 6 credits each semester and be matriculated. Students who dropped below 6 credits, withdraw (officially or unofficially) or stop attending classes must stop working immediately. Students are responsible to notify their site supervisor and the FWS Coordinator. The last day that students may work is **May 22, 2025** or whenever their awards are expended, whichever comes first. The Office of Financial Aid will not pay for any hours worked after **May 22, 2025**.

*****No student will be paid for work in excess of his/her stipulated award from FWS funds. Both the FWS supervisor and student are responsible for monitoring the work-study budget. Payment of any excess earning is the responsibility of the department, office or off-campus campus agency, which permitted their student employee to work after work-study funds were fully utilized. The Office of Financial Aid will be notifying you via email as to your FWS remaining hours available to work and total remaining award amount. All FWS checks will be mailed to you by the Office of the University Controller, unless you sign up for Direct Deposit.**