

## Payroll Schedule for Off-Campus Employees 2016-17 Federal Work Study Program

Pay periods are 2 week long. If you are a NYC Public Service Corps (PSC) employee, your check will be available in the Student Accounts Office. All other students are paid directly at their place of employment. You are responsible for keeping track of your time and earnings in order not to exceed their work study awards. **Please refer to the FWS Fact Sheet for details and requirements.**

Any issues with time sheets, payroll and/or paychecks should first be addressed to the direct supervisor. For any further questions, students can contact Winnie Kwan, FWS Coordinator, at the Office of Financial Aid.

Pay Period	Start Date	End Date	Student Timesheet Due Date	Supervisors Approval Due Date	Check Mailed (PSC only)*
1	05/03/2016	05/07/2016	05/09/2016 @12pm	05/10/2016 @3pm	05/20/2016
2	05/08/2016	05/21/2016	05/23/2016 @12pm	05/24/2016 @3pm	06/03/2016
3	05/22/2016	06/04/2016	06/06/2016 @12pm	06/07/2016 @3pm	06/17/2016
4	06/05/2016	06/18/2016	06/20/2016 @12pm	06/21/2016 @3pm	07/01/2016
5	06/19/2016	07/02/2016	07/05/2016 @12pm	07/06/2016 @3pm	07/15/2016
6	07/03/2016	07/16/2016	07/18/2016 @12pm	07/19/2016 @3pm	07/29/2016
7	07/17/2016	07/30/2016	08/01/2016 @12pm	08/02/2016 @3pm	08/12/2016
8	07/31/2016	08/13/2016	08/15/2016 @12pm	08/16/2016 @3pm	08/26/2016
9	08/14/2016	08/27/2016	08/29/2016 @12pm	08/30/2016 @3pm	09/09/2016
10	08/28/2016	09/10/2016	09/12/2016 @ 12pm	09/13/2016 @3pm	09/23/2016
11	09/11/2016	09/24/2016	09/26/2016 @12pm	09/27/2016 @3pm	10/07/2016
12	09/25/2016	10/08/2016	10/10/2016 @12pm	10/11/2016 @3pm	10/21/2016
13	10/09/2016	10/22/2016	10/24/2016 @12pm	10/25/2016 @3pm	11/04/2016
14	10/23/2016	11/05/2016	11/07/2016 @12pm	11/08/2016 @3pm	11/18/2016
15	11/06/2016	11/19/2016	11/21/2016 @12pm	11/22/2016 @3pm	12/02/2016
16	11/20/2016	12/03/2016	12/05/2016 @12pm	12/06/2016 @3pm	12/16/2016
17	12/04/2016	12/17/2016	12/19/2016 @12pm	12/20/2016 @3pm	12/30/2016
18	12/18/2016	12/31/2016	01/03/2017 @12pm	01/04/2017 @3pm	01/13/2017
19	01/01/2017	01/14/2017	01/17/2017 @12pm	01/18/2017 @3pm	01/27/2017
20	01/15/2017	01/28/2017	01/30/2017 @12pm	01/31/2017 @3pm	02/10/2017
21	01/29/2017	02/11/2017	02/13/2017 @12pm	02/14/2017 @3pm	02/24/2017
22	02/12/2017	02/25/2017	02/27/2017 @12pm	02/28/2017 @3pm	03/10/2017
23	02/26/2017	03/11/2017	03/13/2017 @12pm	03/14/2017 @3pm	03/24/2017
24	03/12/2017	03/25/2017	03/27/2017 @12pm	03/28/2017 @3pm	04/07/2017
25	03/26/2017	04/08/2017	04/10/2017 @12pm	04/11/2017 @3pm	04/21/2017
26	04/09/2017	04/22/2017	04/24/2017 @12pm	04/25/2017 @3pm	05/05/2017
27	04/23/2017	05/01/2017	05/02/2017 @12pm	05/03/2017 @3pm	05/19/2017

Students are not allowed to work in excess of 20 hours per calendar week without prior authorization from the Financial Aid Office. **Students are required to take an unpaid break or lunch of at least one-half hour after working 6 to 7.75 consecutive hours. Student must report one full hour of lunch after working 8 consecutive hours or more.**

If students have been working and for any reason decide to leave the job assignment before the grant expires, or want to request a reassignment, they must immediately notify their supervisor and the Federal Work Study Coordinator.

\* Please allow 2 business days for delivery of payroll from PSC to SVA.