

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

All students are paid directly at their place of employment. Paycheck will be available to be picked up at the job location on the scheduled payday. Students who participate with the Direct Deposit program, their paychecks will be deposited directly into the student's bank account. 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, Federal Work Study Coordinator, at the Office of Financial Aid.

Pay Period Start Date	Pay Period End Date	Student Timesheet Due Date	Supervisors Approval Due Date	Pay Date
09/06/2016	09/11/2016	09/13/2016 @12pm	09/14/2016 @3pm	09/30/2016
09/12/2016	09/25/2016	09/27/2016 @12pm	09/28/2016 @3pm	10/14/2016
09/26/2016	10/09/2016	10/11/2016 @12pm	10/12/2016 @3pm	10/31/2016
10/10/2016	10/30/2016	11/01/2016 @12pm	11/02/2016 @3pm	11/15/2016
10/31/2016	11/13/2016	11/15/2016 @12pm	11/16/2016 @3pm	11/30/2016
11/14/2016	11/27/2016	11/29/2016 @12pm	11/30/2016 @3pm	12/15/2016
11/28/2016	12/11/2016	12/13/2016 @12pm	12/14/2016 @3pm	12/21/2016
12/12/2016	12/21/2016	01/03/2017 @12pm	01/04/2017 @3pm	01/13/2017

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.

Student must submit their time sheets by noon on Tuesday and supervisor must approve time sheets on Wednesday by 3pm for each pay period. **Late time sheets will not be processed for payment until the next pay cycle.**

The Federal Work Study earnings are subject to income tax withholding according to federal, state, and local income tax laws. The withholdings will be based on the student's W-4, IT-2104/IT-2104E tax forms, and other applicable payroll forms. However, students enrolled in classes and working for the college are exempt from the FICA tax and Medicare tax deductions.

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.