



School of VISUAL ARTS

**Payroll Schedule for Off-Campus Employees**  
 2010-11 Federal Work Study Program

Pay periods are 2 weeks 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. ***Please refer to the FWS Fact Sheet for details and requirements.***

Payroll problems should be reported to Tracy Ercetin, Associate Director, or Winnie Kwan, Financial Aid Advisor, at the Office of Financial Aid.

<b>Pay Period</b>	<b>Start Date</b>	<b>End Date</b>	<b>Time Sheet Due</b>	<b>Checks Mailed (PSC only)*</b>
1	05/04/10	05/15/10	05/17/10	05/28/10
2	05/16/10	05/29/10	05/31/10	06/11/10
3	05/30/10	06/12/10	06/14/10	06/25/10
4	06/13/10	06/26/10	06/28/10	07/09/10
5	06/27/10	07/10/10	07/12/10	07/23/10
6	07/11/10	07/24/10	07/26/10	08/06/10
7	07/25/10	08/07/10	08/09/10	08/20/10
8	08/08/10	08/21/10	08/23/10	09/03/10
9	08/22/10	09/04/10	09/07/10	09/17/10
10	09/05/10	09/18/10	09/20/10	10/01/10
11	09/19/10	10/02/10	10/04/10	10/15/10
12	10/03/10	10/16/10	10/18/10	10/29/10
13	10/17/10	10/30/10	11/01/10	11/12/10
14	10/31/10	11/13/10	11/15/10	11/26/10
15	11/14/10	11/27/10	11/29/10	12/10/10
16	11/28/10	12/11/10	12/13/10	12/24/10
17	12/12/10	12/25/10	12/27/10	01/07/11
18	12/26/10	01/08/11	01/10/11	01/21/11
19	01/09/11	01/22/11	01/24/11	02/04/11
20	01/23/11	02/05/11	02/07/11	02/18/11
21	02/06/11	02/19/11	02/21/11	03/04/11
22	02/20/11	03/05/11	03/07/11	03/18/11
23	03/06/11	03/19/11	03/21/11	04/01/11
24	03/20/11	04/02/11	04/04/11	04/15/11
25	04/03/11	04/16/11	04/18/11	04/29/11
26	04/17/11	04/30/11	05/02/11	05/13/11
27	05/01/11	05/02/11	05/09/11	05/27/11

Students are not allowed to work in excess of 20 hours per calendar week without prior authorization from the Office of Financial Aid.

Time sheets received that do not have the proper signatures will be returned. This can result in significant processing delays. Make sure that you have the appropriate signatures.

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