



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

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OFFICE OF FINANCIAL AID

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DATE: June 2017  
 TO: Federal Work-Study Supervisors/Students  
 FROM: Ms. Hazel Sertima-Hall, FWS Coordinator  
 SUBJECT: **2017-2018 Federal Work-Study (FWS) Calendar**

Following is the 2017-2018 Federal Work-Study Calendar. The calendar defines FWS work period dates when time sheets are due in the Financial Aid Office and the expected check distribution dates. **Pay special attention to time sheet due dates.** If the time sheets are not received as scheduled, students may not be paid on time. Also, please be sure that your students are **not working during class hours.**

*Late time sheets must have an official letter from supervisors attached, justifying late submission.*

Students are allowed to work a maximum of 20 hours per week during the academic year. During certain periods such as the summer, students may be eligible to work more than 20 hours with the permission of the College Designee (**FWS Coordinator**). A 30 minute unpaid work break is mandatory if a student daily work shift exceeds **six** hours. If this break is not reflected on the time sheets, it will be deducted from the student's hours by the Financial Aid Office.

**Supervisors should be reminded that they are responsible to ensure that students do not work beyond their FWS award limits.**

<u>Check Cycle</u>	<u>Work Period Dates</u>	<u>Time-Sheet Due Dates</u>	<u>Number of Weeks</u>	<u>Proj. Check Pymt. Dates</u>
<b>SUMMER 2017</b>				
1	05-28-17 to 06-10-17	06-12-17	2	06-22-17
2	06-11-17 to 06-24-17	06-26-17	2	07-06-17
3	06-25-17 to 07-08-17	07-10-17	2	07-20-17
4	07-09-17 to 07-22-17	07-24-17	2	08-03-17
5	07-23-17 to 08-05-17	08-07-17	2	08-17-17
6	08-06-17 to 08-19-17	08-21-17	2	08-31-17
7A	08-20-17 to 08-24-17	09-05-17	.5	09-14-17

Summer 2018 Ends 8-24-17

<b>FALL 2017</b>				
7B	08-25-17 to 09-02-17	09-05-17	1.5	09-14-17
8	09-03-17 to 09-16-17	09-18-17	2	09-28-17
9	09-17-17 to 09-30-17	10-02-17	2	10-12-17
10	10-01-17 to 10-14-17	10-16-17	2	10-26-17
11	10-15-17 to 10-28-17	10-30-17	2	11-09-17
12	10-29-17 to 11-11-17	11-13-17	2	11-22-17
13	11-12-17 to 11-25-17	11-27-17	2	12-07-17
14	11-26-17 to 12-09-17	12-11-17	2	12-21-17
15	12-10-17 to 12-23-17	12-26-17	2	01-04-17

Fall 2017 Ends 12-23-17

Revised 6/05/2017

<u>Check Cycle</u>	<u>Work Period Dates</u>	<u>Time-Sheet Due Dates</u>	<u>Number of Weeks</u>	<u>Proj. Check Pymt. Dates</u>
<b><u>INTER-SESSION</u></b>				
16	12-24-17 to 01-06-18	01-08-18	2	01-18-18
17	01-07-18 to 01-20-18	01-22-18	2	02-01-18
18A	01-21-18 to 01-26-18	02-05-18	1	02-15-18

Inter-session Ends 01-26-18

**SPRING 2017**

18B	01-27-18 to 02-03-18	02-05-18	1	02-15-18
19	02-05-18 to 02-17-18	02-20-18	2	03-01-18
20	02-18-18 to 03-03-18	03-05-18	2	03-15-18
21	03-04-18 to 03-17-18	03-19-18	2	03-29-18
22	03-18-18 to 03-31-18	04-02-18	2	04-12-18
23	04-01-18 to 04-14-18	04-16-18	2	04-26-18
24	04-15-18 to 04-28-18	04-30-18	2	05-11-18
25	04-29-18 to 05-12-18	05-14-18	2	05-25-18
26	05-13-18 to 05-24-18	05-29-18	2	06-08-18

Spring 2018 Ends 05-24-18

**HOLIDAYS OBSERVED**

Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Thanksgiving Day	Thursday, November 23, 2017 Friday, November 24, 2017
Christmas	Monday, December 25, 2017
New Year's	Monday, January 1, 2018
Martin Luther King, Jr.'s Birthday	Monday, January 15, 2018
Lincoln's Birthday	Monday, February 12, 2018
President's Birthday	Monday, February 19, 2018
Memorial Day	Monday, May 28, 2018

## INSTRUCTIONS

### Instructions to Supervisors:

1. Fill out time sheet daily.
2. Students can be paid only for those hours actually worked. Federal and State law prohibit any deviation from this regulation. A 30 minute unpaid work break is mandatory if the students daily work shift exceeds 6 hours.
3. **All entries must be legible. If an error is made, complete a new time sheet for submission.**
4. Certify the student's hours by signing your name in the space provided.
5. A student may work up to an average of **twenty hours** a week during the academic year unless you are notified otherwise by the student's college. During certain periods such as summer vacation, students may be eligible to work more than twenty hours, with the permission of the college designee (FWS Coordinator).
6. Please give the student a copy of the time sheet for his/her records.
7. **Retain a copy of the time sheet (for six [6] years) for your records. You will be notified if any changes are required on the time sheet. In the event of an audit these files may be requested.**
8. **Use the chart on the FWS Payroll Schedule to track student's utilization of hours. You are responsible for making sure that students do not work in excess of their FWS awards. Payment of any excess hours worked will be the responsibility of the department, office or job site.**

### Instructions to Students:

1. Time sheets are usually for two-week period. Use the FWS Payroll Schedule for the dates of each payroll period. There is only one **PAYROLL PERIOD PER SHEET**. Do not split or combine pay periods.
2. **You are required to take at least a ½ hour break if your daily work shift exceeds six [6] hours.**
3. Total hours for the day must not include breaks, lunch or supper periods.
4. You are responsible for making sure that you do not work for more than your FWS award.
5. You may not work during the times that you are scheduled to attend classes as per your official registration.  
**Reminder: your class and work schedules must not conflict with each other.**
6. Students who dropped below six credits, withdrew (officially or un-officially) or stopped attending classes **must stop working immediately.**

**A LATE, IMPROPERLY COMPLETED OR ILLEGABLE TIME SHEET WILL SUBSTANTIALLY DELAY PAYMENT. CALL AND SPEAK TO THE FWS PAYROLL STAFF IF YOU HAVE ANY QUESTIONS. (718) 260-5703**