

2025 - 2026 FEDERAL WORK-STUDY (FWS) PAYROLL SCHEDULE

SPECIAL NOTE: This schedule should be used by the FWS Supervisor/Designated Time Keeper and FWS student to record and track time sheet(s) submitted via TimesheetX and remaining hours.

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Pay Period Number	Pay Period	Available Hours	Current Hours Worked	Remaining Hours	Time Sheet Due	Check Date (Direct Deposit)
4	06/29 - 07/12				07/11/25	07/24/25
5	07/13 - 07/26				07/25/25	08/07/25
6	07/27 - 08/09				08/08/25	08/21/25
7*	08/10 - 08/23				08/22/25	09/04/25
8	08/24 - 09/06				09/05/25	09/18/25
9	09/07 - 09/20				09/19/25	10/02/25
10*	09/21 - 10/04				10/03/25	10/16/25
11	10/05 - 10/18				10/17/25	10/30/25
12	10/19 - 11/01				10/31/25	11/13/25
13	11/02 - 11/15				11/14/25	11/26/25
14	11/16 - 11/29				11/28/25	12/11/25
15	11/30 - 12/13				12/12/25	12/24/25
16^	12/14 - 12/22				12/22/25	01/08/26
17*	12/28 - 01/10				01/09/26	01/22/26
18*^	01/11 - 01/24				01/23/26	02/05/26
19	01/25 - 02/07				02/06/26	02/19/26
20	02/08 - 02/21				02/20/26	03/05/26
21	02/22 - 03/07				03/06/26	03/19/26
22	03/08 - 03/21				03/20/26	04/02/26
23	03/22 - 04/04				04/03/26	04/16/26
24	04/05 - 04/18				04/17/26	04/30/26
25	04/19 - 05/02				05/01/26	05/14/26
26	05/03 - 05/16				05/15/26	05/28/26
27^	05/17 - 05/26				05/26/26	06/11/26

Holidays (College Closed):

Juneteenth - 06/19/25

Independence Day - 07/04/25

Labor Day - 09/01/25

Columbus Day - 10/13/25

Thanksgiving Holiday - 11/27/25-11/28/25

Christmas Holiday - 12/24/25-12/25/25

New Year's Holiday - 12/31/25-01/01/26

Martin Luther King Jr. Day - 01/19/26

Lincoln's Birthday - 02/12/26

President's Day - 02/16/26

Memorial Day - 05/25/26

No classes scheduled (College Open):

06/02/25-06/03/25 ; 06/06/25

08/30/25-08/31/25

09/22/25-09/24/25

10/01/25-10/02/25 ; 10/20/25

11/29/25-11/30/25

Conversion Days:

06/04/25 (Monday Schedule)

10/14/25 (Monday Schedule)

10/24/25 (Monday Schedule)

*Indicates Pay Period which includes first day of semester:

05/27/25 (Summer Session I)

07/14/25 (Summer Session II)

08/26/25 (Fall)

01/02/26 (Winter)

01/26/26 (Spring)

^Indicates Pay Period which includes last day of semester:

07/11/25 (Summer Session I)

08/19/25 (Summer Session II)

12/22/25 (Fall)

01/23/26 (Winter)

05/23/26 (Spring)

FEDERAL WORK - STUDY (FWS) PAYROLL INFORMATION

Student's Name: _____
Job Site: _____
Supervisor: _____ Hire
Approval Date: _____

• EMPLID: _____
Alternate Supervisor: _____
FWS Offer: \$ _____ Pay Rate: \$ _____
Total # hours to work to earn FWS offer: _____

Instructions to Supervisor/Designated Time Keeper:

- You can keep track of the timesheet pay periods, due dates, and earnings for each student by completing the entries on the chart provided. You are responsible for making sure that students do not work in excess of their FWS stipulated amount.
- Only the supervisor or designated time keeper can approve the timesheet in the TimesheetX system. You should print/save all timesheets for your records.
- Refer to "Step Guide 4: FWS Supervisor Timesheet and Payroll Process" <https://employees.brooklyn.edu/base/step-guide-4-fws-supervisor-timesheet-and-payroll-process/> for detailed information about the Timesheet and payroll process.
- Students can only work if they have remaining FWS funds and continue to meet all FWS program eligibility requirements.
- Students can be paid only for those hours actually worked. Federal and State law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than six consecutive hours. After the 6th hour, one half hour is the minimum break allowed.
- Time sheets are due on Friday at the end of each pay period indicated on the schedule. If a student's last day of work is on a Saturday, the time sheet is due that same day.
- Timesheets must be submitted online via TimesheetX system. Each timesheet must be submitted and approved by the supervisor/ designated time keeper according to the due dates listed.
- Timesheets with errors will be returned to the supervisor for corrections.
- Late timesheets will result in missing the City University deadline and cause a delay in the student's payment. You are responsible to notify your FWS employee if your submission of their time sheet missed the deadline. Read more about the consequences of delayed timesheets online here: <https://employees.brooklyn.edu/base/step-guide-4-fws-supervisor-timesheet-and-payroll-process/#f-consequences-of-missing-a-timesheet-deadline>
- If a student's enrollment falls below six credits, withdrew (officially or unofficially) or stopped attending classes:
 - the student must stop working immediately
 - you must notify FWS staff immediately at fwssupervisor@brooklyn.cuny.edu
 - your job site will be responsible for paying the student for any work performed once they were no longer program eligible.
- Print (paper or digitally) and retain a copy of the time sheet for five [5] years for your records.

Instructions to Student:

- Use the FWS Payroll Schedule and chart to track your earnings, the dates of each payroll and payment period.
- View your timesheet in the [TimesheetX System](#) for accuracy. Remind your supervisor that they need to submit and approve your timesheet before the deadline. Late timesheets will delay your payment by an additional two weeks.
- You are required by law to take a half hour break after working six [6] consecutive hours.
- Total hours for the day must not include breaks, lunch or supper periods.
- You are responsible for making sure that you do not work for more than your FWS offer.
- You may not work during times you are scheduled to attend classes as per your official registration on CUNYfirst.
 - If your enrollment falls below six credits, withdrew (officially or unofficially) or stopped attending classes:
 - the student must stop working immediately
 - you must notify FWS staff immediately at fwss@brooklyn.cuny.edu
 - your job site will be responsible for paying you for any work you performed once you were no longer program eligible.
- Verify that you are paid for each time sheet submitted by your supervisor. You should print/save all timesheets for your record

