

**SUNY Downstate Medical Center**

**Federal College Work-Study  
Revised 2009-2010 Payroll Schedule**

**\*\*Time sheets must be submitted by 12 Noon on the days indicated below: \*\***

**(This payroll schedule is subject to change)**

<b>Pay Period</b>	<b>Time Sheet Due Date to the Office of Financial Aid: Thursday</b>	<b>Pay Day Thursday</b>
03/19/09 – 04/01/09	04/02/09	04/23/09
04/02/09 – 04/15/09	04/16/09	05/07/09
04/16/09 – 04/29/09	04/30/09	05/21/09
04/30/09 – 05/13/09	05/14/09	06/04/09
05/14/09 – 05/27/09	05/28/09	06/18/09
05/28/09 – 06/10/09	06/11/09	07/02/09
06/11/09 – 06/24/09	06/25/09	07/16/09
06/25/09 – 07/08/09	07/09/09	07/30/09
07/09/09 – 07/22/09	07/23/09	08/13/09
07/23/09 – 08/05/09	08/06/09	08/27/09
08/06/09 – 08/19/09	08/20/09	09/10/09
08/20/09 – 09/02/09	09/03/09	09/24/09
09/03/09 – 09/16/09	09/17/09	10/08/09
09/17/09 – 09/30/09	10/01/09	10/22/09
10/01/09 – 10/14/09	10/15/09	11/05/09
10/15/09 – 10/28/09	10/29/09	11/19/09
10/29/09 – 11/11/09	11/12/09	12/03/09
11/12/09 – 11/25/09	11/26/09	12/17/09
11/26/09 – 12/09/09	12/10/09	12/31/09
12/10/09 – 12/23/09	12/24/09	01/14/10
12/24/09 – 01/06/10	01/07/10	01/28/10
01/07/10 – 01/20/10	01/21/10	02/11/10
01/21/10 – 02/03/10	02/04/10	02/25/10
02/04/10 – 02/17/10	02/18/10	03/11/10
02/18/10 – 03/03/10	03/04/10	03/25/10
03/04/10 – 03/17/10	03/18/10	04/08/10
03/18/10 – 03/31/10	04/01/10	04/22/10
04/01/10 – 04/14/10	04/15/10	05/06/10

**(PLEASE SEE OTHER SIDE)**

*Please note: Students can be paid only for hours actually worked. Federal law prohibits any deviation from this regulation. Lunch breaks are not to be considered as part of the working day and will not be covered by Federal Work-Study (FWS).*

Students may not work more than 20 hours per week while School is in session (You may work up to 40 hours per week when school is not in session). Students who exceed their FWS award will not be paid for hours worked beyond their allotment. Time sheets must be rounded to the nearest quarter-hour (i.e., 3:15, 3:30, 3:45, etc.).

Time sheets reflect two-weeks corresponding to your work schedule. Pay periods may differ slightly when they occur near a Federal or State holiday. **Do not** split time sheets. Time sheets must have students, supervisors and financial aid office signatures. Duplicate time sheets are to be kept on file by the supervisor and student.

You will not be paid for time sheets handed in 30 days after the pay period ends. (Example: If you work 3/19/09-4/01/09, your time sheet must be handed in to the financial aid office by 5/01/09).

**\* These dates fall around holidays. Please look out for due date changes.**

Checks and notifications of direct deposit are distributed at the Office of the Bursar on the Thursday and Friday of a pay week. Following this period of disbursement, the checks and notifications of direct deposit will be handed over to the Financial Aid Office. Notifications of direct deposit that are not picked up from the financial aid office by the following pay period will be mailed to the address that appears on it.

**June 30, 2009 is the last day a 2008/2009 FWS award can be used.**