

**SUNY Downstate Medical Center**

**Federal College Work-Study  
Revised 2017-2018 Payroll Schedule**

**\*\*Time sheets must be submitted electronically \*\***

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

<b>Pay Period</b>	<b>Time Sheets Are Due On:</b>	<b>Pay Day</b>
	<b>**Thursday**</b>	<b>Thursday</b>
04/06/17 – 04/19/17	04/20/17	05/04/17
04/20/17 – 05/03/17	05/04/17	05/18/17
05/04/17 – 05/17/17	05/18/17	06/01/17
05/18/17 – 05/31/17	06/01/17	06/15/17
06/01/17 – 06/14/17	06/15/17	06/29/17
06/15/17 – 06/28/17	06/29/17	07/13/17
06/29/17 – 07/12/17	07/13/17	07/27/17
07/13/17 – 07/26/17	07/27/17	08/10/17
07/27/17 – 08/09/17	08/10/17	08/24/17
08/10/17 – 08/23/17	08/24/17	09/07/17
08/24/17 – 09/06/17	09/07/17	09/21/17
09/07/17 – 09/20/17	09/21/17	10/05/17
09/21/17 – 10/04/17	10/05/17	10/19/17
10/05/17 – 10/18/17	10/19/17	11/02/17
10/19/17 – 11/01/17	11/02/17	11/16/17
11/02/17 – 11/15/17	11/16/17	11/30/17
11/16/17 – 11/29/17	11/30/17	12/14/17
11/30/17 – 12/13/17	12/14/17	12/28/17
12/14/17 – 12/27/17	12/28/17	01/11/18
12/28/17 – 01/10/18	01/11/18	01/25/18
01/11/18 – 01/24/18	01/25/18	02/08/18
01/25/18 – 02/07/18	02/08/18	02/22/18
02/08/18 – 02/21/18	02/22/18	03/08/18
02/22/18 – 03/07/18	03/08/18	03/22/18
03/08/18 – 03/21/18	03/22/18	04/05/18
03/22/18 – 04/04/18	04/05/18	04/19/18
04/05/18 – 04/18/18	04/19/18	05/03/18

**(PLEASE SEE OTHER SIDE)**

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

Students may not work more than 20 hours per week while School (class) is in session (You may work up to 40 hours per week when school (class) 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.). FWS award increases are based upon availability of funds.

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 be submitted electronically via SUNY Secure login and must be approved by your supervisor. The student and supervisor should keep a copy of all time sheets for their record.

Time sheet must submitted no more than 2 days after the 2 week pay period ends.

**\* Dates marked with an asterisk fall on a holiday and may require time sheets to be submitted on a day other than the regularly scheduled Thursday. Please look out for due date changes.**

The Office of the Bursar distributes checks and notifications of direct deposit on each 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 given on your employment packet. It is the student's responsibility to notify the Financial Aid and Payroll office of any address change.

**June 30, 2017 ends the 2016/2017 fiscal year for federal work-study.**