

Downstate Health Sciences University

Federal College Work-Study
2023-2024 Payroll Schedule

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

(This payroll schedule is subject to change)

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

(PLEASE SEE OTHER SIDE)

Please note: Students will only be paid for hours they actually worked. Federal law prohibits any deviation from this regulation. If you work six (6) or more hours, you must include a ½-hour lunch/dinner break, this is mandatory. Lunch/dinner breaks are not considered 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 during Winter & Summer break.

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. Time sheets are submitted electronically via SUNY Secure login. Time sheet must be submitted and approved by your supervisor no more than 2 days after the pay period ends. Please send an email notice to your supervisor when you submit your time sheets at the end of each two week pay period.

*** 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.**

Payroll/Time & Attendance will be mailing all checks and notifications of direct deposit to the address you enter on your HIRE form unless otherwise directed. W2 forms will be mailed to the address you enter on your W4 withholding form and will be available on NYS Payroll online. It is your responsibility to notify the Financial Aid and Payroll office of any address change.

June 30, 2024 ends the 2023/20234fiscal year for federal work-study.