

Spring 2012 FWS PAYROLL CALENDAR

Time and Labor Cutoff (Approval Date)

Monday, January 9, 2012
Monday, January 23, 2012
Monday, February 6, 2012
Monday, February 20, 2012
Monday, March 5, 2012
Monday, March 19, 2012
Monday, April 2, 2012
Monday, April 16, 2012
Monday, April 30, 2012
Monday, May 14, 2012

Pay Date

Friday, January 13, 2012
Friday, January 27, 2012
Friday, February 10, 2012
Friday, February 24, 2012
Friday, March 9, 2012
Friday, March 23, 2012
Friday, April 6, 2012
Friday, April 20, 2012
Friday, May 4, 2012
Friday, May 18, 2012

****The last day of the Spring Semester FWS program is Wednesday, May 9, 2012.
All hours must be processed by May 14, 2012**

Please note the following:

Time Admin is scheduled to run at 12:00pm and 11:00pm daily.
There will be an extra Time Admin run at 2:30pm on the cutoff Monday.

The cutoff Monday schedule will be as follows:

12:00	Time Entry should be completed
12:00- 1:00	Time Admin will convert reported time into payable time
1:00-2:30	Approve payable time and correct exceptions
2:30-3:30	Additional Time Admin to convert corrected exceptions into payable time
3:30- 4:30	Approve any remaining payable time

We ask you to not enter or approve time when Time Admin is running.

Also Note:

- Students cannot work more than six consecutive hours without taking at least a fifteen minute break.
- Please encourage your FWS workers to enroll in Direct Deposit.
- The Financial Aid Office will no longer accept payroll documents. As of September 30, 2011, all FWSP departments are required to follow the directions below and maintain the required documents in a form that can be produced for a federal audit. Any payroll documents received by the Financial Aid Office for the 2011-2012 year will be promptly returned to the department from which they were sent.
- All Federal Work Study Program departments are required, as of September 30, 2011, to maintain the following documents for every FWSP employee for every pay period:
 - Clock hours showing the dates and times that each student employee came in to and left the workplace, including unpaid breaks.
 - An effort certification statement which states that the supervisor of the students verified the hours listed for each student for each payroll represented the hours that the student worked. Note that documents supporting the time worked and the effort certification form must be kept for a period of three years, plus the current academic year. (For instance, documents for the 2011-2012 year must be kept until the end of the 2014- 2015 year.)
- There are no early submission dates for the Spring Semester.