



## Summer 2019 Federal Work-study Pay Schedule

Program Dates: June 3, 2019 – July 12, 2019

PAY PERIOD NUMBER	PAY PERIOD DATE BEGINS	PAY PERIOD DATE ENDS	HOLIDAY/Breaks	Supervisor Timesheet submission Due Date BY 10:00 A.M	PAY DATE- FWS checks are available for students
1	June 3, 2019 <b>Summer FWS Begins</b>	June 16, 2019		June 18, 2019	June 21, 2019
2	June 17, 2019	June 30, 2019	July 4, 2019- Thursday	July 2, 2019	July 5, 2019
3	July 1, 2019	July 12, 2019- <b>LAST DAY TO WORK</b>		July 16, 2019	July 19, 2019

### Important Reminders

**\*\* Start dates for summer FWS positions may vary due to departmental needs\*\***

**Students should not expect to receive checks in advance of the dates listed above.**

- Timesheets not submitted by the established deadline will result in students not being paid for the pay period.
- Student must use the [ADP EZ Labor system](#) to record their work time. (Off campus student must use the Off Campus Timesheet)
- Direct Deposit is available for all students. By electing direct deposit through the ADP payroll system, funds will be available on the pay date without having to pick up a live check. **When signing up for Direct Deposit, there will be at least one live check processed after entering the checking or savings account information. Allowing ADP to verify the account information prior to the direct deposit becoming active.** Initiate your direct deposit as soon as feasible and choose to go PAPERLESS. Why continue to pick up a stub when you will have access to the information through ADP. Otherwise, FWS paychecks will be available for pick in the University Cashier Office located in Biddle Hall, 3<sup>rd</sup> fl on the established pay dates listed above.
- **Students must have prior supervisor approval to work during scheduled university breaks and holidays.**
- Federal Work-study checks will only be mailed if a [self-addressed stamped envelope](#) has been given to the University Cashier or Payroll Office. Enroll in direct deposit and go PAPERLESS, to avoid this step.
- There will not be any Off-Campus FWS during Summer 2019.