

**Florida State University
2019-2020 Payroll Calendar and Deadlines
For Community Service Work Study Agencies and Students**

Fall semester employment dates are 8/26/19-12/13/19
Spring semester employment dates are 1/6/20-5/1/20 Monitor
earnings - **not** to exceed the student's CSWS award.

<u>Pay Period</u>	<u>Timesheets Due</u>	<u>Pay Date</u>
8/26/19 - 9/5/19	9/4/19	9/13/19
9/6/19 - 9/19/19	9/18/19	9/27/19
9/20/19 - 10/3/19	10/2/19	10/11/19
10/4/19 - 10/17/19	10/16/19	10/25/19
10/18/19 -10/31/19	10/30/19	11/8/19
11/1/19 - 11/14/19	11/13/19	11/22/19
11/15/19 -11/28/19	11/26/19	12/6/19
11/29/19 -12/12/19	12/12/19	12/20/19
12/13/19-12/13/19	12/13/19	1/3/20

Student

- Keep track of your overall award and how many hours you have worked – you **MUST** not work more than 20 hours per week or more than your allotted award per semester
- **You cannot work during any scheduled class – even if the class has been canceled**
- **Log hours worked daily through your MYFSU portal and record it on your paper time sheet which you will turn into your supervisor**

Agency Supervisor

- Keep track of the student's overall award and how many hours they have worked – they should not work more than their award will pay for
- Work study is a part time award – students should not work over 30 hours in a week (10-12 hours per week recommended)
- **Students cannot work when they would otherwise be scheduled to be in class – even if the class is canceled, they cannot work during that time**
- **The supervisor MUST submit a scanned paper timesheet (.pdg) with a statement of confirmed of hours worked to FA-FWS@fsu.edu by the timesheet due date of the pay period as indicated above**
- **Please indicate in the subject "Timesheet- <date> - <First initial. Last Name> i.e. Timesheet 2/7/19 J.Doe**
- **FSU can not authorization payment for hours worked until timesheet and confirmation of verified hours has been received and processed. To ensure payment, please submit by the timesheet due date above**
- **Keep a copy of the timesheet, in case there are any questions**
- **Please contact Ms. Jennifer Hall at jkhal@fsu.edu or 850-644-6346 and/or Mrs. Jean Mills at jmills@fsu.edu or 850-644-4480, if you need assistance with any issues or concerns.**