

Florida State University
2020-2021 Payroll Calendar and Deadlines
For Community Service Work Study Agencies and Students

Fall semester employment dates are 8/24/20-12/11/20
Spring semester employment dates will be provided 01/01/2021

<u>Pay Period</u>	<u>Timesheets Due</u>	<u>Pay Date</u>
08/24/20-09/03/20	09/02/20	09/11/2020
09/04/20-09/17/20	09/16/20	09/25/2020
09/18/20-10/01/20	09/30/20	10/09/2020
10/02/20-10/15/20	10/14/20	10/23/2020
10/16/20-10/29/20	10/28/20	11/06/2020
10/30/20-11/12/20	11/10/20	11/20/2020
11/13/20-11/26/20	11/23/20	12/04/2020
11/27/20-12/10/20	12/09/20	12/18/2020
12/11/20	12/11/20	12/31/2020

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 online portal

Agency Supervisor

- Keep track of the student's overall award and how many hours they have worked to ensure they do not work over their allotted award for the semester
- Work Study is a part-time awarded position – **students should not work over 20 hours per week**
- Students cannot work during a scheduled class period, even if the class is canceled
- The supervisor **MUST** approve hours worked in OMNI by FSU HR payroll scheduled timesheet due date (indicated above).
- Please contact Ms. Jennifer Hall at 850-644-6346 and/or Ms. Jean Mills at 850-644-4480, email at FA-FWS@fsu.edu if you need assistance with any issues or concerns