

**Florida State University  
Spring 19 Payroll Calendar and Deadlines  
For Community Service Work Study Agencies and Students**

Fall eligible employment dates are January 7 2019-May 2 2019  
Monitor earnings - not to exceed the student's CSWS award.

<u>Pay Period</u>	<u>Timesheets Due</u>	<u>Pay Date</u>
12/28/18 - 1/10/19	1/ 8/19	1/18/19
1/11/19 - 1/24/19	1/22/19	2/1/19
1/25/19 - 2/7/19	2/ 5/19	2/15/19
2/8/19 - 2/21/19	2/19/19	3/1/19
2/22/19 - 3/7/19	3/ 5/19	3/15/19
3/8/19 - 3/21/19	3/19/19	3/29/19
3/22/19 - 4/4-19	4/ 2/19	4/12/19
4/5/19 - 4/18/19	4/16/19	4/26/19
4/19/19 - 5/2/19	4/30/19	5/10/19

Community Service Agencies and Students.

Student

- Keep record of your time daily on your paper time sheet
- Have your supervisor sign your timesheet in time to allow submission by the due date above for each time period.
- You can scan your signed time sheet and submit it through to [FA-FWS@fsu.edu](mailto:FA-FWS@fsu.edu) through the FSU Dropbox (<https://dropbox.fsu.edu/>) by the Timesheet Due date above.
- The Supervisor must send email confirmation of time worked to [FA-FWS@fsu.edu](mailto:FA-FWS@fsu.edu) before the time can be entered into the payroll system (must be received by the pay period end date in order for time to be entered for that pay period).

Agency Supervisor

- Verify hours worked
- The supervisor must email confirmation of hours worked (copy of signed timesheet or summary of hours worked per week) to [FA-FWS@fsu.edu](mailto:FA-FWS@fsu.edu) by the final day of the pay period as indicated above. **FSU cannot enter time for the student until this is received.**

Supervisors and students are responsible for monitoring time sheet entries to assure accuracy and prevent abuse. Students should be required to record the in and out time each day to avoid trying to reconstruct the time at the end of the week. **The agency is encouraged to keep a copy of all time sheets in case of discrepancies.**