**Florida State University**

**For Community Service Work Study Agencies and Students**

**2021-2022 Online Timesheet Deadlines and Payroll Calendar**

Fall semester employment dates are 8/23/21 - 12/10/21

Spring semester employment dates will be provided by 01/01/2022

 **Pay Period Timesheet Approval Due Date Pay Date**

  **08/23/21-09/02/21 09/01/21 09/10/2021**

 **09/03/21-09/16/21 09/15/21 09/24/2021**

 **09/17/21-09/30/21 09/29/21 10/08/2021**

 **10/01/21-10/14/21 10/13/21 10/22/2021**

 **10/15/21-10/28/21 10/27/21 11/05/2021**

 **10/29/21-11/11/21 11/09/21 11/19/2021**

 **11/12/21-11/25/21 11/22/21 12/03/2021**

 **11/26/21-12/09/21 12/08/21 12/17/2021**

 **12/10/21 12/10/21 12/31/2021**

**Student**

* Report your hours worked daily on your online timesheet through your MYFSU portal
* Keep track of your overall award and how many hours you have worked – you **MUST** not work more than 28 hours per week (Friday through Thursday) or more than your allotted award per semester
* You cannot work during any scheduled class – even if the class has been canceled

**Agency Supervisor**

* The supervisor ***MUST*** approve their student employees’ hours worked and reported online in the FSU OMNI system by the Timesheet approval due date (**indicated above**)
* 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 employment position – ***students should not work over 28 hours per week*** (Friday through Thursday)
* Students cannot work during a scheduled class period, even if the class is canceled
* 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 or have any issues or concerns