

Payment:

- **How are timesheets completed and submitted?**

Timesheets are submitted by your Federal Work Study supervisor through an electronic system, TimesheetX. You are **NOT** allowed to submit your own timesheets.

- **How will I be paid, and when?**

You will be paid bi-weekly, according to the dates on the payroll calendar. If your timesheet is not submitted by the due date on the calendar, you will **NOT** be paid on time.

You can receive your payment in the following ways:

- Check - a check will be mailed to your address on file. The date the check would be mailed is located on the payroll calendar
- Direct deposit - Your FWS earnings will be transferred electronically into your personal checking or savings account on the date indicated on the payroll calendar
- CUNY Card – Your FWS earnings will be transferred electronically to the CUNY Card on the date indicated on the payroll calendar

If your financial aid reimbursements are sent to direct deposit or CUNY card, your Federal Work Study payment will automatically be sent out by that method.

- **What if I don't earn the total amount that I have been awarded in FWS?**

If you do not earn the total amount that you were awarded in Federal Work Study by the last day to work for the academic year, the funds will be returned to the federal government. The funds cannot be carried over to future academic years.

- **Who is responsible for keeping track of my earnings? How do I find out how many hours I have left?**

You are responsible for keeping track of your earnings. You receive an email after every pay period from CUNY indicating how many hours you have left to work.

- **I am currently receiving unemployment. Do I have to report FWS earnings to the unemployment office?**

Yes. If you are receiving unemployment insurance benefits and are also employed in the FWS program, you must notify your local unemployment office that you are working in the FWS program. The New York State Department of Labor considers it willful misrepresentation to collect unemployment benefits without revealing that you are also receiving FWS.

- **Are FWS earnings taxable?**

Yes. FWS earnings are considered taxable income by both federal and state governments. However, FWS earnings are not included in the calculation of your eligibility for financial aid.

- **How do I obtain my pay stub?**

If you are being paid by check, you will receive a pay stub in the mail with your check. If you are being paid by direct deposit or CUNY Scholar Card, you will not get a pay stub in the mail. You may request one from Financial Aid Services via email, or in person.

- **What is the process for inquiring about a missed payment?**

If you are missing a payment, please confirm with your supervisor that your timesheet was submitted for that pay period, and that the timesheet was not returned to the supervisor for any reason. If the timesheet was sent, and was not returned, email the Federal Work Study Coordinator, provide the pay period, and the total amount of hours worked.