

## Federal Work – Study (FWS)

### Pay Calendar 2017

2017 Pay Period	Pay Period Beg/End Dates	CSUSB Holidays & Campus Closure Dates	FWS Max Hours	Graduating Student Last Day	Timesheets <u>due by 10am</u>	Pay Day
January	1/1 - 1/31	1/2 & 1/16	88		2/1	2/10
February	2/1 - 3/1		84		3/2	3/10
March	3/2 - 3/31	3/31	88	3/24 winter quarter	3/30	4/10
April	4/1 – 5/1		84		5/2	5/10
May	5/2 – 5/31	5/29	88		6/1	6/9
June	6/1 – 6/20		56	6/16 Spring quarter	6/28	7/10
July	7/1 – 8/1	NO SUMMER FWS				
August	8/2 – 8/31	NO SUMMER FWS				
September	9/1 – 9/30	9/13/17 – 1 <sup>ST</sup> Day of Employment Academic Year	52		9/29	10/10
October	10/1 – 10/31		88		11/1	11/10
November	11/1 – 11/30	11/10 ; 11/23 & 11/24	88		11/30	12/11
December	12/1 – 12/31	12/25 ; 12/26 ; 12/27 ; 12/28 ; 12/29	64	12/8 Fall quarter	12/2	1/10/2018

- Must scan copy of timesheet and student listing to: [paguiler@csusb.edu](mailto:paguiler@csusb.edu) on payroll due date
- All graduating students must submit final hours within 72 hours of separation
- Notify FWS of termination, final hours, and last physical day ISA student works
- Do not project Hours; Average Hours include 4 hours/day
- Pay period dates may not coincide with calendar dates
- Personal / Payroll transactions must be processed by the Payroll Master cutoff / deadline to insure timely paycheck
- No FWS Summer Employment 6/21 – 9/12; Must be hired as Student Assistant 1870 or 1874 (bridge)
- No late submission of FWS timesheet unless pre-approved by the FWS coordinator