

**OSWEGO STATE**  
**OFFICE OF STUDENT EMPLOYMENT**  
**Federal Work Study Payroll Calendar School Year 2016-2017**  
**August 29, 2016 – May 12, 2017**

- **Federal Work Study timesheets are due in the Financial Aid Office, 206 Culkin Hall by close of business on Time Sheet Due dates.**
- **Timesheets must be completed in blue or black ink and signed by the Supervisor.**
- **Timesheets are submitted in a sealed envelope with the Supervisor’s signature across the seal.**
- **Incomplete or late timesheets will be processed in a subsequent payroll.**
- **Anyone working 6.5 or more hours in one day must show a meal break of at least .5 hour (unpaid).**
- **All time worked in 2016 must be submitted on a timesheet prior to January 15, 2017 to be paid.**
- **All time worked is to be submitted on a time sheet within 90 days of hours worked.**

Please note the last day of eligible employment for the 2016-2017 academic year is May 12, 2017 or the student’s last day of attendance, whichever is earlier.

<b>Payroll</b>	<b>PAY PERIOD (2 weeks)</b>	<b>TIME SHEETS DUE</b>	<b>CHECK DATE</b>
		<b>Financial Aid Office 206 Culkin Hall</b>	<b>Student Accounts 408 Culkin Hall</b>
	<b>Thursday - Wednesday</b>	<b>Friday</b>	<b>Thursday</b>
12	*August 29 – September 7, 2016	September 9, 2016	September 29, 2016
13	September 8 – September 21, 2016	September 23, 2016	October 13, 2016
14	September 22 – October 5, 2016	October 7, 2016	October 27, 2016
15	October 6 – October 19, 2016	October 21, 2016	November 10, 2016
16	October 20 – November 2, 2016	November 4, 2016	November 23, 2016
17	November 3 – November 16, 2016	November 18, 2016	December 8, 2016
18	November 17 –November 30, 2016	December 2, 2016	December 22, 2016
19	December 1 – December 14, 2016	December 16, 2016	January 5, 2017
20	December 15 – December 28, 2016	December 30, 2016	January 19, 2017
21	December 29 – January 11, 2017	January 13, 2017	February 2, 2017
22	January 12 – January 25, 2017	January 27, 2017	February 16, 2017
23	January 26 – February 8, 2017	February 10, 2017	March 2, 2017
24	February 9 - February 22, 2017	February 24, 2017	March 16, 2017
25	February 23 – March 8, 2017	March 10, 2017	March 30, 2017
26	March 9 – March 22, 2017	March 24, 2017	April 13, 2017
01	March 23 – April 5, 2017	April 7, 2017	April 27, 2017
02	April 6 – April 19, 2017	April 21, 2017	May 11, 2017
03	April 20 – May 3, 2017	May 5, 2017	May 25, 2017
04	*May 4 – May 12, 2017	May 19, 2017	June 8, 2017

\* Indicates partial pay cycle

Contact: **Student Employment Office, 206B Culkin Hall**  
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