

**LEHMAN COLLEGE  
FEDERAL WORK STUDY SCHEDULE  
SUMMER 2009**

CYCLE	WORK PERIOD	TIME SHEET DUE DATE	DIRECT DEPOSIT MAIL DATE*
<i>030</i>	<i>06/15/09 - 06/28/09</i>	<i>06/29/09</i>	<i>07/22/09</i>
<i>040</i>	<i>06/29/09 - 07/12/09</i>	<i>07/13/09</i>	<i>08/06/09</i>
<i>050</i>	<i>07/13/09 - 07/26/09</i>	<i>07/27/09</i>	<i>08/13/09</i>
<i>070</i>	<i>07/27/09 - 08/09/09</i>	<i>08/10/09</i>	<i>08/26/09</i>
<i>090</i>	<i>08/10/09 - 08/23/09</i>	<i>08/24/09</i>	<i>09/10/09</i>

SUMMER 09 WORK STUDY STARTS 06/15/09    SUMMER 09 WORK STUDY ENDS 08/23/09

-----  
**INSTRUCTIONS FOR FEDERAL WORK-STUDY SUPERVISORS AND STUDENTS**  
-----

1. Time sheet must be submitted by the Supervisor to **Student Financial Services, Shuster Hall 034**. Time sheets will not be accepted if hand-delivered by the student.
2. Students and Supervisors are responsible for monitoring the Work-Study earnings so as not to exceed The Academic Year Work Study Award.
3. Students may work up to a **Maximum of Twenty (20) hours per week**. Every (5) consecutive hours a student work, they must take a half-hour break.

**When completing the work study time sheet, please note that time should be reported in 15 minute increments and no decimal points should be used (e.g., 1hr and 15 minutes or 1 ¼ hours; 1 hr and 30 minutes or 1 ½ hours; and 1hr and 45 minutes or 1 ¾ hours). If minutes are reported in something other than 15 minute increments, the time sheet will be returned to the supervisor.**

4. **Federal Work-Study wages** are subject to **FICA Withholding** and may be subject to **Federal Taxation**.
5. **Summer Federal Work-Study earnings reduce The Federal Work-Study award for The Fall and Spring Terms.**
6. A signed **Federal Work-Study referral** and **W-4 Form** must be submitted by the Student to The Financial Aid Office before work begins. Failure to do so will result in the rejection of the time sheets

\*All Financial aid checks will be mailed to address noted on the FAFSA, for more information on FWS and Direct Deposit visit the Lehman College Federal Work Study page at: <http://www.lehman.edu/financialaid>