

Florida State University
For Community Service Work Study Agencies and Students
2023-2024 Online Time sheet Deadlines and Payroll Calendar

Fall semester employment dates are 8/28/23 - 12/15/23

Spring semester employment dates will be provided by 01/02/2024

Pay Period Begin Date	Pay Period End Date	Timesheet Approval Due Date	Paycheck Date
8/18/2023	8/31/2023	8/30/2023	9/8/2023
9/1/2023	9/14/2023	9/13/2023	9/22/2023
9/15/2023	9/28/2023	9/27/2023	10/6/2023
9/29/2023	10/12/2023	10/11/2023	10/20/2023
10/13/2023	10/26/2023	10/25/2023	11/3/2023
10/27/2023	11/9/2023	11/08/2023	11/17/2023
11/10/2023	11/23/2023	11/17/2023	12/1/2023
11/24/2023	12/7/2023	12/6/2023	12/15/2023
12/8/2023	12/21/2023	12/14/2023	12/29/2023

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 time including online classes, even if the class has been cancelled
- If you are working more than a 6 hour stretch at a time, this would require a 30-minute meal break period
- If you plan on working the last Thursday of the pay period, please report your hours in advance

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 any scheduled class time including online classes, even if the class is cancelled
- If the student employee is working more than a 6 hour stretch at a time, this would require a 30-minute meal break period
- Please contact Ms. Jean Mills at 850-644-4480 and/or Ms. Teri Y. Lucas at 850-644-4812, email at FA-FWS@fsu.edu if you need assistance or have any issues or concerns