

Date: August 1, 2009

To: Departments Employing Federal Work Study Students

From: New Brunswick Student Employment Office

Please carefully read #1 and #2 below

RE: Schedule for Submission of Time Reports
Fall 2009

Time Report Forms for TYPE 5 Federal Work Study students are due by 12:00 noon on the date listed below:

No late TRF's will be accepted for the 8/21/09 pay period. Late TRF's for that pay period will be returned to you for payment from your department account.

<u>For Weeks Ending</u>				<u>TRF's Due</u>		<u>Pay Date</u>	
August	14	August	21	August	20	August	28
August	28	September	4	September	2 (Weds.)	September	11
September	11	September	18	September	17	September	25
September	25	October	2	October	1	October	9
October	9	October	16	October	15	October	23
October	23	October	30	October	29	November	6
November	6	November	13	November	11 (Weds.)	November	20
November	20	November	27	November	23 (Mon.)	December	4
December	4	December	11	December	4 (Fri.)	December	18
December	18	December	25	December	16 (Weds.)	January	1, 2010**

Time Report Forms for TYPE 6, 7, 8, & 9 Federal Work Study students are due by 12:00 noon on the date listed below:

<u>For Weeks Ending</u>				<u>TRF's Due</u>		<u>Pay Date</u>	
August	7	August	14	August	13	August	21
August	21	August	28	August	27	September	4
September	4	September	11	September	10	September	18
September	18	September	25	September	24	October	2
October	2	October	9	October	8	October	16
October	16	October	23	October	22	October	30
October	30	November	6	November	4 (Weds.)	November	13
November	13	November	20	November	17 (Tues.)	November	27*
November	27	December	4	December	1 (Tues.)	December	11
December	11	December	18	December	10 (Thurs.)	December	24**
December	25	January	1, 2010	December	21 (Mon.)	January	8, 2010

* Due to the Thanksgiving Day Holiday, checks dated November 27 will be distributed on Wednesday, November 25, 2009.

** Due to the Holiday schedule, checks dated December 24, 2009 and January 1, 2010 will be distributed on Wednesday, December 23, 2009.

Important Information about Payroll Procedures for FWSP Employees

1. **Procedures for students who began working during the summer of 2009.** This information pertains only to departments who had summer FWS employees who they want to continue to employ during the academic year. Students who began to use their FWS funds during the summer **can not automatically continue working after August 21, 2009.** Please read the following information carefully.
 - Employment Authorization Forms (EAF's) for students who worked during the summer of 2009 have dates of employment on them near the bottom of the form. If the dates of employment for a student read "6/08/09 thru 8/21/09", you may not continue to employ that student in the academic year **unless** a new EAF has been issued with an end date of 5/12/10. Please call the Student Employment Office if you have any questions.
 - EAF's for students who worked during the summer and have an ending date of 5/12/10 may continue to work in your department after August 21, as long they have funds remaining.
 - Please do not allow unauthorized students to work **unless you have the departmental funds to pay them.**
2. Time Report Form's (TRF's):
 - No late TRF's will be accepted for the 8/21/09 pay period. Late TRF's for that pay period will be returned to you for payment from your department account.
 - With the above exception, TRF's will be accepted for payment **FOR THE CURRENT PAY PERIOD AND THE PAY PERIOD IMMEDIATELY PRIOR TO THE CURRENT PAY PERIOD.** TRF'S for pay periods prior to those stated will be returned to you for payment from your department account.
3. TRF's are due by **noon** on the dates shown. The staff of the Student Employment Office can not guarantee that TRF's received after noon on the due date will be processed for the pay date shown.
4. Departments may request advances for the FWS employees, following the standard university policy. However, in order to request an advance for a FWS employee, the TRF must be processed through the Student Employment Office. Please call our office if you need information or clarification about the procedure.
5. Time Report Forms for **TYPE 5** employees may be delivered to any of the locations listed below. They must be there by **noon** on the due date. **If you send TRF's through campus mail, please mail in sufficient time for them to reach our office by the due date.**
 - Douglass Campus, Student Academic Affairs, College Hall, Room 104
 - Livingston Campus, Lucy Stone Hall, Room A212
 - College Avenue Campus, Student Employment Office, Records Hall, Room 202
6. **Type 6, 7, 8, and 9** must be delivered by noon to the Student Employment Office, Room 202, Records Hall, College Avenue Campus.