



Office of Financial Aid/Student Employment  
Rutgers, The State University of New Jersey  
311 N. Fifth Street • Camden • NJ 08102  
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**CAMDEN FEDERAL WORK STUDY SPRING 2007 PAY SCHEDULE**

Please insure that all individual **Time Report Forms** are completed in **RED INK ONLY**, are **LEGIBLE**, and are submitted no later than the dates indicated below. **The Electronic Time Reports** are to be printed in landscape format with all columns, fonts, and headings aligned and in compliance with the University Payroll system.

If you have any questions regarding the Time Report Form or Electronic Roster, please contact **Sandy Haynes** in the Financial Aid Office at ext. 6039.

**PAYROLL TYPE 5 – STUDENT HOURLY**

<b>TWO WEEK TIME PERIOD</b>	<b>WEEK 1 Sat. to Fri.</b>	<b>WEEK 2 Sat. to Fri.</b>	<b>TO FAO BY NOON</b>	<b>FRIDAY PAY DATE</b>
20 Jan – 2 Feb	20 Jan – 26 Jan	27 Jan – 2 Feb	6 Feb	16 Feb
3 Feb – 16 Feb	3 Feb – 9 Feb	10 Feb – 16 Feb	20 Feb	2 Mar
17 Feb – 2 Mar	17 Feb – 23 Feb	24 Feb – 2 Mar	6 Mar	16 Mar
3 Mar – 16 Mar	3 Mar – 9 Mar	10 Mar – 16 Mar	20 Mar	30 Mar
17 Mar – 30 Mar	17 Mar – 23 Mar	24 Mar – 30 Mar	3 Apr	13 Apr
31 Mar – 13 Apr	31 Mar – 6 Apr	7 Apr – 13 Apr	17 Apr	27 Apr
14 Apr – 27 Apr	14 Apr – 20 Apr	21 Apr – 27 Apr	1 May	11 May
28 Apr – 9 May	28 Apr – 4 May	5 May – 9 May ***	15 May	25 May

**\*\*\* The 2006-2007 FWS Program Ends Wednesday, May 9, 2007 \*\*\***

**SUBMISSION OF TIME REPORT VOUCHERS WILL VARY. PLEASE KEEP TRACK OF THE ABOVE DATES.** Time reports are due in the Financial Aid Office on Tuesdays unless otherwise noted. There are no early submission dates for the Spring Semester. FWS Student cannot be paid unless a properly completed EAF is in the Financial Aid Office, and all appropriate payroll documents have been submitted to University Human Resources.

PLEASE NOTE: It is extremely important that the period ending dates reflected on the TIME REPORTS are the Friday dates of **WEEK ONE** and **WEEK TWO** as indicated above. Any other dates will be rejected by the payroll system and could result in "MISSED PAY" for the employee. It should be noted that the *regular hours per week cannot exceed 20 hours* during the Spring schedule, except for the week of Spring Break. **Also, students cannot work more than six consecutive hours without taking at least a fifteen minute break.** A thirty (30) minute break will automatically be posted to TRVs that are not in compliance with this policy. Any time reports submitted during the wrong cycle for an employee will result in that employee not being paid until the following cycle.

**TRVS will only be accepted for the previous pay period and the current pay period. No TRVs for Federal Work Study students will be paid from Work Study funds if submitted more than four weeks past the original due date.**

Departments not in compliance with the above policies will be responsible for paying students from their own funds.