



**SUMMER 2009 TIME REPORT FORM SUBMISSION SCHEDULE
TYPE 5 FEDERAL WORK-STUDY EMPLOYEES
NEWARK CAMPUS**

<u>Periods Ending</u>	<u>TRFs Due in OFA</u>	<u>Pay Date</u>
June 12	June 11	June 19
June 19 & 26	June 24 (Wed)	July 3*
July 3 & 10	July 9	July 17
July 17 & 24	July 23	July 31
July 31 & August 7	August 6	August 14
August 14 & 21	August 20	August 28
August 28 & September 4**	September 2 (Wed)	September 11

* Due to the Independence Day holiday, paychecks dated July 3 will be distributed on Thursday, July 2.

** Only students that are *not* enrolled for Summer 2009 but returning to Rutgers in the Fall, are permitted to work under FWSP after August 21.

- Federal Work-Study recipients must submit Copies 1 and 3 of their Employment Authorization Form to the Newark Office of Financial Aid (OFA) before they can begin work.
- PAFs and PDRs must be received by the Control Unit (Busch Campus) at least ten days prior to the scheduled pay date.
- Pay periods always end on a Friday. (Other days are not acceptable.)
- TRFs with FWS accounts will not be accepted for pay periods more than four weeks old.
- Paper Time Report Forms
 - ◆ TRFs must be completed legibly in **RED INK**.
 - ◆ TRF due dates are every other Thursday, unless otherwise indicated. Note that Newark's cutoff dates are different from Payroll Services' (University) schedule.
 - ◆ We cannot guarantee that late submission of Paper TRFs will be processed for the appropriate pay date.
- Web-based Time Reporting System
 - ◆ Departments are encouraged to use TRS for payroll submission. For enrollment and training information, visit <http://payroll.rutgers.edu/trs.html> or call (732) 445-2112.
 - ◆ Users may follow the UNIVERSITY payroll schedule; time reports generally must be submitted every other Monday by noon. ("Periods Ending" dates still apply.)
 - ◆ After each TRS submission, departments must submit to OFA: (1) a copy of the TRS roster; (2) clock hours for FWS employees; and (3) the Effort Certification Statement. For details, go to <http://studentwork.rutgers.edu/new/EffortCert.pdf>
- Confirm the enrollment status of Type 5 employees at the beginning of each semester. If no longer a fulltime Rutgers student, submit a new PAF with the employee type changed to 4. (Employees not registered for Summer Session(s) but enrolling fulltime in the Fall may remain at Type 5.)