

**FALL 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>
August 28, September 4	September 2 (Wed)	September 11
September 11, 18	September 17	September 25
September 25, October 2	October 1	October 9
October 9, 16	October 15	October 23
October 23, 30	October 29	November 6
November 6, 13	November 11 (Wed)	November 20
November 20	November 24 (Tues)	December 4
November 27, December 4	December 4 (Fri)	December 18
December 11, 18	December 16 (Wed)	January 1*
December 25, January 1 & 8	January 7	January 15

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

- 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. Returning students with Web EAFs must accept their positions online.
- 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) 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.