

**SPRING 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>
December 26, January 2 & 9	January 8	January 16
January 16 & 23	January 22	January 30
January 30 & February 6	February 5	February 13
February 13 & 20	February 19	February 27
February 27 & March 6	March 5	March 13
March 13 & 20	March 19	March 27
March 27 & April 3	April 2	April 10
April 10 & 17	April 16	April 24
April 24 & May 1	April 30	May 8
May 8 & 15	May 14	May 22

- Federal Work-Study recipients must submit Copies 1 and 3 of their Employment Authorization Form to the Office of Financial Aid (OFA)—Newark 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.