

If you are not using the automated Payroll system (TRS), you should review the information on the Payroll website at <http://payroll.rutgers.edu>. Click on "Time Report System (TRS)."

Date: May 5, 2009
To: Departments Employing Federal Work Study Students
From: New Brunswick Student Employment Office
RE: Schedule for Submission of Time Reports
Summer 2009

Time Report Forms for TYPE 5 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>
June 12	June 11	June 19
June 19 - June 26	June 24 (Weds.)	July 3*
July 3 - July 10	July 9	July 17
July 17 - July 24	July 23	July 31
July 31 - August 7	August 6	August 14
August 14 - August 21	August 20	August 28

*Paychecks will be distributed on Thursday, July 2nd due to the July 4th holiday.

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>
June 12 - June 19	June 18	June 26
June 26 - July 3	July 1 (Weds.)	July 10
July 10 - July 17	July 16	July 24
July 24 - July 31	July 30	August 7
August 7- August 14	August 13	August 21
August 21	August 20	September 4

Important Information about Payroll Procedures for FWSP Employees

1. The summer program begins on June 8 and ends on August 21. **Students who are taking summer classes must stop working on or before August 21.** All assigned students will have an Employment Authorization Form (EAF). Do not allow a student to work if you do not have an EAF (even if the student worked for you during the academic year) unless you have sufficient departmental funds to pay for the hours worked.
2. Time Report Form's (TRF's) will be accepted for payment **FOR THE CURRENT PAY PERIOD AND THE PAY PERIOD IMMEDIATELY PRIOR TO THE CURRENT PAY PERIOD** with one exception, listed in #3, below. TRF's for pay periods prior to those stated will be returned to you for payment from your departmental account.
3. **No late time report forms or TRS submission will be accepted for the pay period ending August 21.**
4. 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.
5. 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.
6. 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
7. If you are using the Time Report System (TRS), please note that Federal regulations governing the FWSP still require that you submit the following to the Student Employment Office:
 - Daily Time Records
 - Effort Certification Statement with supervisor's signature. See our web site at <http://studentwork/new/EffortCert.pdf>

Please submit these records at the same time that you submit your electronic payroll. Call us at 732-932-8817 if you have questions.

8. **Type 6, 7, 8, and 9** must be delivered by noon to the Student Employment Office, Room 202, Records Hall, College Avenue Campus.
9. Please circulate this information within your department to all staff who supervise FWS employees or who are responsible for the preparation of TRF's.