

FWSP Requirements for Payroll/Effort Certification Statement

For FWSP employees only, please note that the following items must be kept in your records for three years' time, plus the current academic year:

1. A copy of the Time Card Report for each student (clock hours);
2. The effort certification statement for each student and for each pay period (see section below).

The above items are **Federal audit documents** and you are required to maintain them.

Effort Certification Statement Requirement

If you are not using a form with the Effort Certification Statement on it (such as the small yellow employee time record forms) one way in which you may satisfy the effort certification requirement is to use the statement below. Sign it, enter the week ending dates, and maintain it with your work study clock hours. Please note that the person who signs this statement is vouching for the accuracy of the information being submitted. Here is a sample of a form that you can use:

I certify that the enclosed records accurately represent the effort expended during the period indicated for all students on this report for the weeks ending _____
for (department name) _____, (FWS account
number) _____.

Signature _____

Keep this with the student's clock hours, and maintain these records in case of a federal audit. If there is a federal audit, you will be required to produce these documents. If you have any questions, please contact the Student Employment Office in New Brunswick or the Financial Aid Office in Newark or Camden.