

## FWSP Requirements for Departments Using Automated Payroll System

### (TRS)

We encourage departments to use the web-based payroll system (TRS) available through the Payroll Services Department. If you have attended training and completed the necessary steps for preparers and approvers, you may use this system to transmit your FWSP and other hourly time reports electronically. **For FWSP employees only**, please note what must be submitted to the Student Employment Office for each pay period:

1. A copy of the TRS work study report;
2. Clock hours for each student (may be originals or copies of time cards, small yellow employee time records, or other documents in which the students record time in and out);
- 3. The effort certification statement for each student and for each pay period (see section below).**

The above items are Federal audit documents and we 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 type out the statement and save it in your computer. Add a signature line, a department name and area for week ending dates. Print it out with your work study report. Sign it, enter the week ending dates, and submit it with your TRS work study report to the Student Employment Office. 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 \_\_\_\_\_(your department name).

Signature\_\_\_\_\_

Attach this to the TRS work study report, with the clock hours, and send to the Student Employment Office when you have completed and transmitted your TRS submissions.

You must obtain training on the TRS before you begin using it. You can obtain information about training by visiting the Payroll Services web site at <http://payroll.rutgers.edu>