

Date: January 4, 2021
To: Off-Campus Community Service Agencies Employing Federal Work Study Program Students
From: Rutgers University
RE: **Schedule for Submission of Time Sheets Spring 2021**

Time Sheets (TSs) for Federal Work Study Program (FWSP) students are due by 12:00 noon on the dates listed below:

<u>For Weeks Ending</u>	<u>TSs Due</u>	<u>Pay Date</u>
January 22 & 29	February 3	February 12
February 5 & 12	February 17	February 26
February 19 & 26	March 3	March 12
March 5 & 12	March 17	March 26
March 19 & 26	March 31	April 9
April 2 & 9	April 14	April 23
April 16 & 23	April 28	May 7
April 30 & May 7	May 12	May 21
May 12*	May 12	May 21

*The last day students can work is May 12, 2021, unless otherwise announced. Please submit any hours worked from May 8 through May 12 on May 12 so students can be paid in the May 21 pay check

Important Information about Payroll Procedures for FWSP Employees

- Students cannot work until they are onboarded in the payroll system by the SEO, which requires the student to come to the office in person. Payroll registration is by appointment only. Students should be instructed to email the contact on their campus to schedule payroll registration appointments:
 - New Brunswick - seo_nb@ofa.rutgers.edu
 - Newark - Lorena Silva at lorena.silva@ofa.rutgers.edu
 - Camden - Melanie Moretti at melanie.moretti@ofa.rutgers.edu

- Supervisors should fax time sheets to the campus office they are associated with following the above schedule:
 - New Brunswick - 732-932-0524
 - Newark - 973-353-5057
 - Camden - 856-225-6074

- **Time Sheets are due by noon on the dates shown. Please make note of early due dates.**

- Please circulate this information within your agency to all staff who supervise FWSP employees or who are responsible for the preparation of Time Sheets.