

## FEDERAL WORK STUDY TIMESHEET

### Instructions:

1. Use this form to record and authorize time worked by any "Federal Work Study" student(s).
2. Prepare and forward the original to the Student Financial Aid Office. Keep a copy for your records.
3. Students cannot deliver timesheets to the SFAO.
4. To insure payment on scheduled paydays, timesheets must be forwarded to the Student Financial Aid Office **no later than 10 AM** on the Friday of each University pay day. (You may fax or scan timesheets and forward the original by interoffice mail.)
5. Students must wait until the next pay date to receive a paycheck for timesheets submitted after Friday 10:00 AM of the University pay day.
6. Students cannot exceed twenty (20) hours per week while classes are in session. Students may work up to 35 hours per week when classes are not in session.
7. FWS students must take one half hour break after working five (5) consecutive hours in one day. If break time is not entered on timesheet, one half hour will automatically be deducted when more than five consecutive hours are entered.
8. Timesheets not signed by **BOTH** the student and the supervisor will not be accepted.
9. Departments are required to pick up the students' paychecks. Students are to pick up their paychecks at the department in which they are employed.
10. Paychecks will be generated only after completing the appropriate paperwork. To view your pay stub, you can log into MY.UMDNJ.

**Note:** *FWS students cannot work beyond the end of their academic year*

#### Newark Campus

Student Financial Aid Office  
ADMC 1208  
P.O. Box 1709  
Newark, NJ 07107-1709  
(973) 972 – 4376  
(973) 972 – 7436 > Fax

#### Piscataway Campus

Student Financial Aid Office  
675 Hoes Lane, C-103  
Piscataway, NJ 08854  
(732) 235 – 4689  
(732) 235-3264 > Fax

#### Stratford Campus

Student Financial Aid Office  
40 E. Laurel Road  
UEC, Suite 1030  
Stratford, NJ 08084-1350  
(856) 566 – 6008  
(856) 566 – 6015 > Fax