



1. Use this form to record and authorize time worked by any "Federal Work Study" student(s).
2. Keep a copy for your time sheets for your records.
3. Students cannot deliver time sheets to the Student Financial Aid Office (SFAO).
4. To insure payment on scheduled paydays, time sheets must be completed and forwarded to the Student Financial Aid Office **no later than 11:00 AM** on the Friday of each University pay day. (You may hand deliver, fax, scan and e-mail, or forward the original timesheet via interoffice mail.)
5. Students must wait until the next pay date to receive a paycheck for timesheets submitted after Friday 11:00 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 from time submitted.
8. Timesheets must be signed by **BOTH** the student and the supervisor. Until both signatures are obtained the student time sheet will not be submitted to the Payroll Department.
9. If the student does not have direct deposit, departments are required to pick up the students' paycheck(s). 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 your MY.UMDNJ web account and view under "View Pay Stubs".

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/Stratford Campus
Student Financial Aid Office
675 Hoes Lane, C-103
Piscataway, NJ 08854
(732) 235 – 4689
(732) 235 – 5326 > Fax