



Newark Grants Office · Blumenthal Hall 2nd Floor
249 University Avenue · Newark, NJ 07102

July 1, 2004

TO: Business Managers
Newark Campus

FROM: Sanjana Rimal
Director of Business Office

RE: Time Report Forms (TRF) and On Line Reporting

As promised at the Business Managers' meeting, the campus wide policy for TRF submissions on line for all wages and salary payments charged to 4-2 accounts are as follows:

--- use the attached Time Report System (TRS) Effort Certification Report when completed with appropriate signatures as the source document to input the required information on line. Keep a copy of it for departmental record. It is the responsibility of the Approver in the department to ensure that:

1. this kind of payment is allowed on the particular grant;
2. that the charge is made during the performance period of the grant and
3. that there are funds to cover the payment.

A note of caution: the Time Reporting System is only the means used to transmit the payroll information to the Payroll Department. The Department is still responsible for ensuring that proper back-up documentation is maintained for audit purposes. As you may know, federal and state awards require effort certification. Without proper documentation, thousands of dollars of payment maybe disallowed with the department being held responsible for the expenditures. Also, TRS allows one to input payroll information for the current pay period as well as two following pay periods. Remember, the effort certification can only be done/signed off once the work is done or the effort has been expended. Continue to send the original PAF—(Payroll Authorization Form) and the PDR (Personnel Data Record) with any changes to Newark Grants Office—as the Payroll Office will not accept PDR and PAF without the initial of the Grants office personnel.

cc: Gene Vincenti
Aida Torres
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