

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	Hourly Non-Bene TRFs
<b>Section #:</b>	400.2
<b>Section Title:</b>	Financial Management
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Director of Administration & Finance
<b>Responsible Office:</b>	IFNH Business Office
<b>Contact:</b>	IFNH Business Specialist phone: (848) 932-3675
<b>Adopted:</b>	05/19/2017
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

1. **Policy Statement:**  
The Time Report Form (TRF) policy is designed to orientate the New Hourly Class 4 or Class 5 Employee with procedures for providing TRFs to the IFNH Business Office for processing.
2. **Reason for Policy:** This policy is designed to facilitate the initiation of hourly employees and their supervisors in the proper procedures for the submission of TRFs.
3. **Who Should Read this Policy:**  
Hourly employees, Managers and/or Faculty who hand in TRFs or approve them.
4. **Resources**  
Resources Policies are available at the University Policy Library web site:  
<http://policies.rutgers.edu>
5. **Definitions**
  - a. **TRF** – Time Reporting Form
  - b. **IFNH** – New Jersey Institute for Food, Nutrition, and Health
  - c. **HCM** – Human Capital Payroll System
  - d. **Non-Bene employee** – hourly worker, not staff or faculty Class 1 employee.
6. **Procedures:**  
Hourly employees must keep track of hours worked by completing a TRF on a bi-weekly basis.  
  
Hourly Workers are paid on the “Non Bene Cycle”. The link to HCM Blog for the cutoff schedule is below:  
  
<https://payroll.rutgers.edu/payroll-resources/payroll-cutoff-dates>  
  
A schedule is also provided to the Supervisor and employees by the IFNH Business Specialist.  
  
The TRF pay cycle is Saturday to Friday. The form lists the Employee’s name, Employee ID Number, Hourly Rate, and Job Class (Type).

- **Never provide your Social Security Number, all employees are identified by their Employee ID Number.**
- Hourly workers are not compensated for lunch; therefore, time is entered net of lunch.

TRFs are due to the IFNH Business Specialist every two weeks: usually the second Wednesday of the Pay Cycle unless there is an accelerated cycle due to system stoppage or holidays.

Because the TRF is due before the end of the pay period cycle, time is reported for the full week.

- Should a correction to reported time be needed, an adjustment will be made in the next pay cycle

The approved TRFs should be submitted by the employee's supervisor to the Business Specialist for review and process.

The actual pay date is one week after the pay period cycle.

It is recommended that employees go to Self Service at [myRutgers](#) and sign up for direct deposit. Checks are deposited at midnight on payday.