2016 HOLIDAY SCHEDULE
TIME SHEET APPROVER & PAYROLL SCHEDULE

TIME SHEET APPROVAL DEADLINE

MON 12/12/16 5:00PM DEADLINE FOR BIWEEKLY PAYDATE 12/23/16 TIMESHEET APPROVAL
MON 12/19/16 5:00PM DEADLINE FOR WEEKLY PAYDATE 12/23/16 TIMESHEET APPROVAL
MON 12/26/16 5:00PM DEADLINE FOR WEEKLY PAYDATE 12/30/16 TIMESHEET APPROVAL

PAYMENT DETAILS

12/23/2016 WEEKLY & BIWEEKLY PAY DATE:

- LOCATION CHECK DELIVERY: 12/22/16
- Please send all checks not picked up by 12/23/16 at 12:00PM to the Office of the Bursar Located in The StudentLink Center, 383 Lafayette St.

12/30/2016, WEEKLY PAY DATE:

- BURSAR PICK-UP from 10:00AM - 4:00PM ONLY on 12/30/16

1/2/2017, SEMIMONTHLY STUDENT PAY DATE:

- ONLY MANHATTAN BURSAR PICK-UP beginning:
  12/27/16 & 12/30/16 10:00AM - 4:00 PM
  1/3/17 9:00 AM- 5:00 PM
- DIRECT DEPOSIT FUNDS AVAILABLE 1/3/2017 (at the latest depending on your bank)

1/2/17, SEMIMONTHLY EMPLOYEE & MONTHLY:

- PAYMENT DATE: 1/2/17
- CHECKS MAILED: 12/27/16
- DIRECT DEPOSIT FUNDS AVAILABLE 1/3/2017 (at the latest depending on your bank)

***Note: Check Date is 1/2/17 due to January 1st being a Sunday and check must be dated for January as this is the first payment of 2017.

UNCLAIMED CHECKS
Please ensure all 2016 unclaimed checks are delivered to Bursar immediately.

DIRECT DEPOSIT OPPORTUNITY!
Please consider participation in NYU’s Direct Deposit program to ensure timely payments during holidays and inclement weather.