



Financial Operations & Treasury: Controller’s Division: Payroll Department

PAYROLL 2011 HOLIDAY SCHEDULE HR OFFICERS GUIDE

DECEMBER 21, 2011 THROUGH JANUARY 6, 2012

WED 12/21/11 DEADLINE FOR WEEKLY AND BIWEEKLY 12/30/11
PAYCHECKS HELD FOR PICKUP REQUEST (SEE PAGE 2)

DEADLINE FOR DIRECT DEPOSIT FORMS TO BE EFFECTIVE
FOR 12/30/11 WEEKLY AND BIWEEKLY PAYCHECKS AND
1/3/12 MONTHLY AND SEMI- MONTHLY PAYCHECKS

12/26/11 – 1/3/12 HAPPY HOLIDAYS

12/29/11 PREVIOUSLY ARRANGED HOLD FOR PICK UP CHECKS WILL
BE AVAILABLE FROM 10:00 AM TO 2:00 PM AT THE
SERVICE CENTER

PAYROLL

FRI 12/30/11 BIWEEKLY PAYDAY: ALL DIRECT DEPOSITS WILL BE
AVAILABLE

WEEKLY PAYDAY: ALL DIRECT DEPOSITS WILL BE
AVAILABLE

CHECK DISTRIBUTION

BIWEEKLY PAYDAY 12/30/11:

- ☉ DIRECT DEPOSIT AVAILABLE 12/30/11
- ☉☉ CHECKS DELIVERED ON 1/4/12
- ☉☉☉ HOLD FOR PICKUP 12/29/11 (SEE INSTRUCTIONS ON PAGE 2)

WEEKLY 12/30/11:

- ☉ DIRECT DEPOSIT AVAILABLE 12/30/11
- ☉☉ CHECKS DELIVERED ON 1/4/12
- ☉☉☉ HOLD FOR PICKUP 12/29/11 (SEE INSTRUCTIONS ON PAGE 2)

SEMI-MONTHLY 1/3/12:

- ☉☉ DIRECT DEPOSIT AVAILABLE 1/3/12
- ☉☉☉ HOME DELIVERY: MAILED ON 12/30/11
- ☉☉☉ INTEROFFICE DELIVERY – 1/4/12

MONTHLY 1/3/12:

- ☺ DIRECT DEPOSIT AVAILABLE 1/3/12
- ☺ HOME DELIVERY – MAILED ON 12/30/11
- ☺ INTEROFFICE DELIVERY – 1/4/12

FRI 1/6

DEADLINE FOR ADDRESS CHANGES ENTERED ON FORM W-2



REMINDERS

W-2 ADDRESS CHANGES

Employees should update their address information in ePASS in order to reflect the correct address on their W-2's. HR Officers may also update address information through PASS. We request that all known address changes be process by 12/23/11.

The final day for address changes to be reflected on the W-2 is 1/6/12. The changes must post to HRIS that evening.

UNCLAIMED CHECKS

While unclaimed checks should be forwarded to Payroll on a regular basis, **please send all unclaimed checks to Payroll by 12/23/11, attention: David Houlihan.**

DECEMBER 29th HOLD FOR PICKUP HOURS FOR DECEMBER 30, 2011 PAYCHECKS

Although the university is closed for the holidays, the payroll team has arranged for a member of the Payroll Service Center to be available on Thursday, December 29, 2011 to distribute checks dated 12/30/2011 to the biweekly and weekly paid employees who pre-arrange to pick up their checks.

Biweekly and weekly paid employees who wish to pick up their 12/30/11 paycheck on Thursday, December 29, 2011, instead of waiting for delivery on Wednesday, January 4, 2012, may do so by informing their HR Officer. The HRO will need to provide a list of these employees to Payroll, by e-mail to AskPayroll@nyu.edu, by Wednesday, December 21, 2011.

Payroll Service Center "Hold for Pickup" Hours for 12/30/11:

Date: December 29, 2011

Location: 726 Broadway, 9th floor

Hours: 10:00 AM - 2:00 PM

Please Note: If Payroll is not notified of intent to pick-up by December 21, 2011, checks will be delivered on Wednesday, January 4, 2012.



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JANUARY 3, 2012 PAYCHECKS

Monthly and semi-monthly paid employees' paychecks will be dated January 3, 2012. For employees whose checks are mailed to their homes, checks will be mailed on December 30, 2011. For employees whose checks are delivered to their department, checks will be delivered on Wednesday, January 4, 2012.

DIRECT DEPOSIT OPPORTUNITY!

The Payroll Team strongly recommends that employees participate in our direct deposit program. This will ensure on time payments.

The deadline to submit direct deposit forms to the Payroll Department for checks dated December 30, 2011 and January 3, 2012 is Wednesday, December 21, 2011 at noon.