2019 HOLIDAY SCHEDULE
TIME SHEET APPROVER & PAYROLL SCHEDULE

TIME SHEET APPROVAL DEADLINES

MON 12/9/19 5:00PM  DEADLINE FOR BIWEEKLY PAYDATE 12/20/19 TIMESHEET APPROVAL
MON 12/16/19 5:00PM  DEADLINE FOR WEEKLY PAYDATE 12/20/19 TIMESHEET APPROVAL
MON 12/23/19 10:00AM DEADLINE FOR WEEKLY PAYDATE 12/27/19 TIMESHEET APPROVAL
MON 12/23/19 10:00AM DEADLINE FOR BIWEEKLY PAYDATE 1/3/20 TIMESHEET APPROVAL
MON 12/30/19 10:00AM DEADLINE FOR WEEKLY PAYDATE 1/3/20 TIMESHEET APPROVAL

PAYMENT DETAILS

12/20/2019 WEEKLY & BIWEEKLY PAY DATE:
• LOCATION CHECK DELIVERY: 12/19/19

12/27/2019 WEEKLY PAY DATE:
• BURSAR PICK-UP (383 LAFAYETTE ONLY)
  o 12/27/19 from 12:00PM - 4:00PM
  o 12/30/19 from 10:00AM - 4:00PM

1/1/2020 SEMIMONTHLY STUDENT PAY DATE:
• BURSAR PICK-UP (383 LAFAYETTE ONLY)
  o 12/27/19 from 10:00AM - 4:00PM
  o 12/30/19 from 10:00AM - 4:00PM
• DIRECT DEPOSIT FUNDS AVAILABLE 1/2/20 (at the latest depending on your bank)

1/1/2020 SEMIMONTHLY EMPLOYEE & MONTHLY:
• PAYMENT DATE: 1/1/20 (check must be dated January as this is the first payment of 2020)
• CHECKS MAILED: 12/27/19
• DIRECT DEPOSIT FUNDS AVAILABLE 1/2/20 (at the latest depending on your bank)

UNCLAIMED CHECKS
Please ensure all 2019 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. Click here for instructions