**2021 HOLIDAY SCHEDULE**

**TIME SHEET APPROVER & PAYROLL SCHEDULE**

**TIME SHEET APPROVAL DEADLINE**

- **Mon 12/6/21 5:00PM**  
  DEADLINE FOR **BIWEEKLY** PAYDATE **12/17/21** TIMESHEET APPROVAL

- **Mon 12/13/21 5:00PM**  
  DEADLINE FOR **WEEKLY** PAYDATE **12/17/21** TIMESHEET APPROVAL

- **MON 12/20/21 9:00AM**  
  DEADLINE FOR **WEEKLY** PAYDATE **12/22/21** TIMESHEET APPROVAL

- **MON 12/20/21 10:00AM**  
  DEADLINE FOR **BIWEEKLY** PAYDATE **12/31/21** TIMESHEET APPROVAL

- **MON 12/27/21 9:00AM**  
  DEADLINE FOR **WEEKLY** PAYDATE **12/31/21** TIMESHEET APPROVAL

**PAYMENT DETAILS**

**12/17/2021 WEEKLY & BIWEEKLY PAY DATE:**

- **REGULAR CHECK DELIVERY:** 12/17/2021

**12/22/2021 WEEKLY PAY DATE:**

- **REGULAR CHECK DELIVERY:** 12/22/2021

**12/31/2021 WEEKLY & BIWEEKLY PAY DATE:**

- **BURSAR PICK-UP (383 LAFAYETTE ONLY):**
  12/30/2021 10:00AM - 4:00 PM

**1/1/2022 SEMIMONTHLY STUDENT PAY DATE:**

- **CHECKS MAY BE PICKED UP 12/22/2021 (REGULAR CHECK DELIVERY LOCATIONS)**
- **BURSAR PICK-UP (383 LAFAYETTE ONLY):**
  12/30/2021 10:00 AM - 4:00 PM & 1/3/2022 10:00 AM – 4:00 PM
- **DIRECT DEPOSIT FUNDS AVAILABLE 1/3/2022 (at the latest depending on your bank)**

Please note:
To reduce the need to pick up the check(s) in person, please email us at bursar.studentaccounts@nyu.edu and provide a valid mailing address where you would like the check(s) to be mailed.
1/1/2022 SEMIMONTHLY EMPLOYEE & MONTHLY PAY DATE:

- PAYMENT DATE: 1/1/22 (check must be dated January as this is the first payment of 2022)
- CHECKS MAILED: 12/23/21 (latest)
- DIRECT DEPOSIT FUNDS AVAILABLE 1/3/22 (at the latest depending on your bank)

UNCLAIMED CHECKS
Please ensure all 2021 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.