2017 HOLIDAY SCHEDULE
TIME SHEET APPROVER & PAYROLL SCHEDULE

TIME SHEET APPROVAL DEADLINE
MON 12/11/17 5:00PM   DEADLINE FOR BIWEEKLY PAYDATE 12/22/17 TIME SHEET APPROVAL
MON 12/18/17 5:00PM   DEADLINE FOR WEEKLY PAYDATE 12/22/17 TIME SHEET APPROVAL
MON 12/25/17 5:00PM   DEADLINE FOR WEEKLY PAYDATE 12/29/17 TIME SHEET APPROVAL
MON 12/25/17 5:00PM   DEADLINE FOR BIWEEKLY PAYDATE 1/5/18 TIME SHEET APPROVAL

PAYMENT DETAILS

12/22/2017 WEEKLY & BIWEEKLY PAY DATE:
• LOCATION CHECK DELIVERY: 12/21/17

12/29/2017 WEEKLY PAY DATE:
• BURSAR PICK-UP* on:
  o 12/27/17 from 12:00pm** - 4:00pm
  o 12/29/17 from 10:00am - 4:00pm

1/1/2018 SEMIMONTHLY STUDENT PAY DATE:
• BURSAR PICK-UP* on:
  o 12/27/17 from 10:00am - 4:00pm
  o 12/29/17 from 10:00am - 4:00pm
  o 1/2/18 from 9:00am- 5:00pm
• DIRECT DEPOSIT FUNDS AVAILABLE 1/2/18 (at the latest depending on your bank)

1/1/2018 SEMIMONTHLY EMPLOYEE & MONTHLY:
• PAYMENT DATE: 1/1/18 (check must be dated January as this is the first payment of 2018)
• CHECKS MAILED: 12/27/17
• DIRECT DEPOSIT FUNDS AVAILABLE 1/2/18 (at the latest depending on your bank)

UNCLAIMED CHECKS
Please ensure all 2017 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

* The Office of the Bursar is located in the StudentLink Center, 383 Lafayette St.
** Weekly pay checks will not be available until 12:00pm