

# Payroll Schedule

## FALL '23

For Days Worked	Time Sheet Due & Input By ( <b>Monday*</b> )	Pay Date (Friday)
August 20, 2023 – September 2, 2023	September 4, 2023	September 15, 2023
September 3, 2023 - September 16, 2023	September 18, 2023	September 29, 2023
September 17, 2023 – September 30, 2023	October 2, 2023	October 13, 2023
October 1, 2023 – October 14, 2023	October 16, 2023	October 27, 2023
October 15, 2023 – October 28, 2023	October 30, 2023	November 10, 2023
October 29, 2023 November 11, 2023	November 13, 2023	November 24, 2023
November 12, 2023 – November 25, 2023	November 27, 2023	December 8, 2023
November 26, 2023– December 9, 2023	December 11, 2023	December 22, 2023
December 10, 2023 – December 23, 2023	December 25, 2023	January 5, 2024
December 24, 2023 – January 6, 2024	January 8, 2024	January 19, 2024

**\*Please bring signed and completed Time Sheets to Career Services on the 4<sup>th</sup> Floor of Fenster Hall. You may also email them by the deadline.**

- **TIMESHEETS MUST BE SUBMITTED ONTIME!!!**
- **BEFORE** handing in timesheets, they must be entered into the Banner Payroll system via the Pipeline. Please refer to the “Timesheet Entry Instructions” attachment.
- Certain timesheet due/pay dates may change due to University Holidays. Check your email for any changes or updates.
- Your first paycheck will be mailed to the address you have on file with the University. All subsequent checks will come via direct deposit. If you have worked on campus previously, you will receive even your check via direct deposit.

# **Timesheet Entry Instructions**

**Prompt timesheet entry is required to ensure that you are paid each period. Please adhere to the dates listed on the attached sheet. Late timesheets will result in non-payment.**

1. Go to the <http://my.njit.edu> and log on using your NJIT UCID.
2. Under “Student Employee Services”, click “Student Employee Time Input”.
3. You will see the dates for the current pay period. Select “Start Timesheet”. For the day you worked. Put the number of hours in the box and hit “Save”
4. Please round your hours to the nearest 15 minute increment. (Ex. 1:58pm = 2:00pm)
5. Once you are finished entering for the first week, use the arrow buttons on the sides and enter your hours for the second week.
6. Upon all your hours being input into the system, click the “preview” button and double check. Once you confirm they are correct, click the “submit” button.
7. Please submit your timesheet to my office no later than the Monday after payday. You can email it to [amin@njit.edu](mailto:amin@njit.edu). You MUST CC: your direct supervisor so they can be aware of what you are submitting. You can take a photo of the timesheet

**VERY IMPORTANT!!!**

**If your timesheet is not submitted to my office, in Fenster Hall on the 4th Floor, by the Monday after payday AND you have not input your time online, YOU WILL NOT BE PAID!!**

**Please make every effort to handle your payroll in a timely manner. We don't want anyone to not get paid.**