

Payroll Schedule

SPRING '22

For Days Worked	Time Sheets Due By (Monday)	Pay Day (Friday)
December 26, 2021 – January 8, 2022	January 10, 2022	January 21, 2022
January 9, 2022- January 22, 2022	January 24, 2022	February 4, 2022
January 23, 2022- February 5, 2022	February 7, 2022	February 18, 2022
February 6, 2022- February 19, 2022	February 21, 2022	March 4, 2022
February 20, 2022- March 5, 2022	March 7, 2022	March 18, 2022
March 6, 2022- March 19, 2022	March 21, 2022	April 1, 2022
March 20, 2022- April 2, 2022	April 4, 2022	April 15, 2022
April 3, 2022– April 16, 2022	April 18, 2022	April 29, 2022
April 17, 2022- April 30, 2022	May 2, 2022	May 13, 2022
May 1, 2022- May 14, 2022	May 16, 2022	May 27, 2022

***Please bring signed and completed Time Sheets to Career Services on the 2nd Floor of Fenster Hall**

- **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.**
- **Pick up checks at the Payroll Office, Fenster Hall 5th Floor, between 11am – 1pm on Friday. Checks not picked up will be mailed to the address you have on file with the University. Please verify that you address is correct to avoid any lost checks.**
- **Sign up for Direct Deposit in the Payroll Office located in Fenster Hall on the 5th Floor.**

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. Select the “Student Services” tab from the menu across the top of the screen.
3. From the left hand vertical menu, select “Banner Student Self Service”. Another window will open.
4. Select “Employee” from the tabbed menu across the top of the screen.
5. Select “Hourly/Student Employee Time Input”
6. On the Time Sheet Selection page, the current entry period should be selected. Select the “Timesheet” button.
7. You should now be on the Time and Leave Reporting page. You will see the dates for the current pay period. Select “Enter Hours” (in red) for the day you worked. Put the number of hours in the box and hit “Save”
8. Once you are finished entering for the first week, hit the “next” button and enter your hours for that week.
9. Upon all your hours being input into the system, double check them and then click the “submit for approval” button.
10. Please submit your **SIGNED** timesheet to my office no later than the Monday after payday.

VERY IMPORTANT!!!

If your SIGNED timesheet is not submitted to my office, in Fenster Hall on the 2nd Floor, by the Monday after payday, YOU WILL NOT BE PAID!!

If you do not input your time in the online system by the Monday after payday, YOU WILL NOT BE PAID!!

Please make every effort to handle your payroll in a timely manner.