Payroll Schedule
SPRING '24

For Days Worked	Time Sheets Due By (Monday)	Pay Day (Friday)
December 24, 2023 – January 6, 2024	January 8, 2024	January 19, 2024
January 7, 2024- January 20, 2024	January 22, 2024	February 2, 2024
January 21, 2024- February 3, 2024	February 5, 2024	February 16, 2024
February 4, 2024- February 17, 2024	February 19, 2024	March 1, 2024
February 18, 2024- March 2, 2024	March 4, 2024	March 15, 2024
March 3, 2024- March 16, 2024	March 18, 2024	March 29, 2024
March 17, 2024- March 30, 2024	April 1, 2024	April 12, 2024
March 31, 2024– April 13, 2024	April 15, 2024	April 26, 2024
April 14, 2024- April 27, 2024	April 29, 2024	May 10, 2024
April 28, 2024- May 11, 2024	May 13, 2024	May 24, 2024
May 12, 2024 May 25, 2024	May 27, 2024	June 7, 2024
May 26, 2024 June 8, 2024	June 10, 2024	June 21, 2024

*Please bring signed and completed Time Sheets to Career Services on the 4nd 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. 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.