**Payroll Schedule**

**FALL ’24**

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| **For Days Worked** | **Time Sheet Due & Input By (Monday\*)** | **Pay Date (Friday)** |
| August 18, 2024 – August 31, 2024 | September 2, 2024 | September 13, 2024 |
| September 1, 2024 -September 14, 2024 | September 16, 2024 | September 27, 2024 |
| September 15, 2024 –September 28, 2024 | September 30, 2024 | October 11, 2024 |
| September 29, 2024 – October 12, 2024 | October 14, 2024 | October 25, 2024 |
| October 13, 2024 – October 26, 2024 | October 28, 2024 | November 8, 2024 |
| October 27, 2024November 9, 2024 | November 11, 2024 | November 22, 2024 |
| November 10, 2024 – November 23, 2024 | November 25, 2024 | December 6, 2024 |
| November 24, 2024– December 7, 2024 | December 9, 2024 | December 20, 2024 |
| December 8, 2024 – December 21, 2024 | December 23, 2024 | January 3, 2025 |
| December 22, 2024 – January 4, 2025 | January 6, 2025 | January 17, 2025 |

**\*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 until the next pay period.**

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. If you have **Back Hours**, use the “Regular Hours” drop down to select back pay and put the total back hours in that space and save. A separate timesheet will be required for every pay period of back hours.
7. 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.
8. Your total hours on your online entry must match your timesheet EXACTLY.
9. 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.**

**VERY IMPORTANT!!!**