

New Student Employee Payroll Procedures

- In order to comply with NYU's Payroll Department policies, please note that Work Study Students fall under a bi-weekly pay period; therefore, timesheets are to be submitted every other Friday. (*Payroll Schedule attached*)
- To submit timesheets, please login to myTime through NYUHome. Please refer to the myTime Student Guide or visit www.nyu.edu/mytime for instructions and training. (*myTime Student Guide attached*)
- Your supervisor should approve your timesheet no later than 5pm the Monday following your timesheet submission.
- Please note that:
 - The standard pay rate for work study students is \$10.00/hour.
 - Unless indicated otherwise, your chartfield will be: 51118-10-43030.
 - Your chartfield will be different if you are working from a grant or you do not have work study funds.
- Students can be paid via direct deposit or check. If students want direct deposit set up, they need to do that through PeopleSync. Checks are available for pick-up in the Administrative Services Department after 3:00pm on the Thursday of the payroll week.

EMERGENCY CONTACT INFORMATION

EMPLOYEE'S INFORMATION

NAME: _____

ADDRESS: _____

TELEPHONE (HOME): _____

TELEPHONE (WORK): _____

TELEPHONE (MOBILE): _____

E-MAIL: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

ETHNICITY: _____

COUNTRY OF CITIZENSHIP: _____

GENDER: _____

PRIMARY CONTACT'S INFORMATION

Name: _____

Relationship: _____

Address: _____

Telephone (Home and Mobile): _____

Telephone (Work): _____

ALTERNATE CONTACT'S INFORMATION

Name: _____

Relationship: _____

Address: _____

Telephone (Home and Mobile): _____

Telephone (Work): _____

Employee Name _____

Student, Casual Employees



**Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the new York State Labor Law
Notice for Hourly Rate Employees**

1. Employer Information

Name:
New York University

Doing Business As (DBA) Name(s):
New York University

FEIN (optional):
13-5562308

Physical Address:
70 Washington Square South
New York, NY 10012

Mailing Address:
70 Washington Square South
New York, NY 10012

Phone: 212-443-8463

2. Notice given:

- At hiring
- On or before February 1
- Before a change in pay rate(s), allowances claimed, or payday

3. Employee's rate of pay:

\$_____ per hour

Employers may not pay a non-hourly rate to a non-exempt employee in the Hospitality Industry, except for commissioned salespeople.

4. Allowances taken:

- None
- Tips _____ per hour
- Meals _____ per meal
- Lodging _____
- Other _____

5. Regular payday: Every other Friday

6. Pay is:

- Weekly
- Bi-weekly
- Other _____

7. Overtime Pay Rate:

\$_____ per hour (this must be at least 1 ½ times the worker's regular rate, with few exceptions)

8. Employee Acknowledgement:

On this day, I received notice of my pay rate, overtime rate (if eligible), allowances, and designated payday. I told my employer what my primary language is.

Check one:

- I have been given this pay notice in English because it is my primary language.
- My primary language is_____
Please reissue this pay notice in my primary language.
- My primary language is_____
I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Employee Signature

Date

Preparer Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years. Please return original signed document to Human Resources Records Office or the Wasserman Center for Career Development.

Overview of NYU myTime

What is NYU myTime?

NYU myTime is an NYU-wide, web-based timekeeping system that provides you with a system for tracking time worked.

Why do I need to use it?

As an NYU student worker, you will use myTime to record time in and out each work day. It also provides you with real-time, online access to your time sheets and your work study balances. NYU myTime replaces the paper time sheets or other systems you currently use to enter your time worked as an NYU student worker.

I have more questions, how can I get help?

NYU's Payroll Service Center is available to answer any questions about using NYU myTime. Contact the Payroll Service Center by phone at 3-TIME (212-443-8463) or by email at AskPayroll@nyu.edu.

How do I get paid?

STEP 1: Every work day, record the time you begin and finish working using the method specified by your supervisor. Timekeeping methods include: the WebClock, a Hand Recognition Terminal, an ID card reader, or manual time entry.

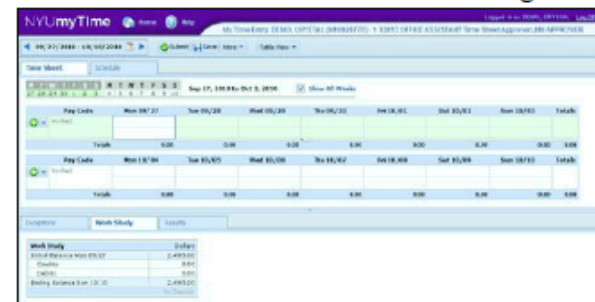
STEP 2: At the end of each pay period, you must submit your time sheet. Your supervisor will then approve it and it will be sent to Payroll for processing. To determine the submission date, you can speak to your supervisor or view the bi-weekly pay schedule at www.nyu.edu/financial.services/cdv/pdf/Payroll_Biweekly_Sched10-11.pdf

Manually Record Hours in your Time Sheet

1. Log in to NYU Home at <http://home.nyu.edu>.
2. Go to the Work tab and click on the NYU myTime Login button. You will be taken to the myTime dashboard.
3. Click the myTime link to navigate to your time sheet.
4. Locate to the date on which you want to enter time worked.
5. In the first row on that date, enter the time you started working.
6. In the second row on that date, enter the time you finished working.
7. If you worked multiple times in the same day, click the "+" sign to add a new Worked row and enter the additional times you started and finished work that day.
8. Click Save at the top of the screen. Then logout.

Step 2: Submitting your Time Sheet

1. Log in to NYU Home at <http://home.nyu.edu>.
2. Go to the Work tab and click on the NYU myTime Login button. You will be taken to the myTime dashboard.
3. Click the myTime link to navigate to your time sheet.
4. Check the box to indicate that time recorded is true and accurately reflects actual hours worked.
5. Click the Submit Time Sheet button. Then logout.





2015-2016 Bi-Weekly Payroll Schedule

(Generally every other Friday)

Pay Period Begin	Pay Period End	Check Date
8/10/2015	8/23/2015	9/4/2015
8/24/2015	9/6/2015	9/18/2015
9/7/2015	9/20/2015	10/2/2015
9/21/2015	10/4/2015	10/16/2015
10/5/2015	10/18/2015	10/30/2015
10/19/2015	11/1/2015	11/13/2015
11/2/2015	11/15/2015	11/25/2015
11/16/2015	11/29/2015	12/11/2015
11/30/2015	12/13/2015	12/24/2015
12/14/2015	12/27/2015	1/8/2016
12/28/2015	1/10/2016	1/22/2016
1/11/2016	1/24/2016	2/5/2016
1/25/2016	2/7/2016	2/19/2016
2/8/2016	2/21/2016	3/4/2016
2/22/2016	3/6/2016	3/18/2016
3/7/2016	3/20/2016	4/1/2016
3/21/2016	4/3/2016	4/15/2016
4/4/2016	4/17/2016	4/29/2016
4/18/2016	5/1/2016	5/13/2016
5/2/2016	5/15/2016	5/27/2016
5/16/2016	5/29/2016	6/10/2016
5/30/2016	6/12/2016	6/24/2016
6/13/2016	6/26/2016	7/8/2016
6/27/2016	7/10/2016	7/22/2016
7/11/2016	7/24/2016	8/5/2016
7/25/2016	8/7/2016	8/19/2016