Welcome to Courant!

One of the first things you will need to do after arriving at Courant is get set up on payroll. The CIMS Payroll Department will be hosting two sessions in order to assist with this process. Please be sure to attend one of these meetings and bring all supporting documents with you.

**Payroll Session**
Monday, August 31 or Tuesday, September 1
2:30 – 4:00 pm, Room 517

*For US Citizens:* Please bring proof of identity and work eligibility.
(I.e. Passport or Driver’s License and SS Card or Driver’s License and Birth Certificate)

*For International Students:* Please bring your I-20 (F-1 Visa) or DS-2019 (J-1 Visa), I-94 card and Passport.

*For direct deposit:* Please bring a voided check.

Please review the enclosed information and complete as much of the paperwork as possible. Any questions you might have can be addressed at the orientation or you can contact me at:

Karen Micallef, HR/Payroll Manager  
Room 923 Warren Weaver Hall  
(251 Mercer Street)  
Phone: 212-998-3226  
E-mail: micallef@cims.nyu.edu

Darin Dolfi  
Room 911 Warren Weaver Hall  
(251 Mercer Street)  
Phone: 212-998-3332  
E-mail: dolfi@cims.nyu.edu

Enclosed documents to be completed for the payroll session:

- Demographic Employee Information Sheet
- I-9 Employment Eligibility Verification
- Direct Deposit Form
- Tax forms (as applicable)
Paychecks
Paychecks are distributed on a semi-monthly basis, the schedule of which is enclosed for your convenience. The first payment will be distributed on Friday, September 4 in Room 911.

For Stipend Awards and Research Assistantships-All payments afterwards will follow a schedule of the 15th and 1st day of the month. The payment is divided evenly over 9-payments for Fall, 9-payments for Spring and if applicable 6-payments over the summer period. If you are receiving both they will be combined in one check.

If you plan to pick-up your paycheck at another time, please follow the Paycheck Distribution schedule (see below), as these are the only hours for check distribution.

In the future, you may choose to teach. If this is the case you will received payment separate from your stipend/or assistantship according to Financial Aid Reform 4 (FAR4). You will be considered a part-time adjunct instructor. The disbursement schedule is similar to your stipend/assistantship, but the first payment will be on Tuesday, September 15. This payment will be separate from your stipend/assistantship.

Direct Deposit
At this time, you are eligible to have your paycheck electronically deposited into your bank account. If you would like to take advantage of this benefit, please complete the direct deposit form and return it along with a voided check to Room 911. It takes approximately two paychecks for your direct deposit to take effect (it is dependent upon when you submit the form).

CIMS Payroll Office Hours
Monday & Thursday 10 – 12pm
Wednesday & Friday 2:30 – 4:30pm

Paycheck Distribution – Room 911
Monday through Friday
10:00 – 12:00am & 3:00 – 5:00pm

Social Security Cards (if applicable for International Students)
If you do not have a social security card, please let us know and we will provide an instruction sheet on how to obtain a card. When you apply for the social security card, be sure to obtain a receipt from the Social Security Office. In order for your paperwork to be processed you must submit a copy of your receipt to Darin Dolfi in Room 911 as soon as possible. Your actual social security card will arrive at your home address within 6 - 12 weeks. Upon your receipt of the card, please bring the card to the payroll office (Room 911) for verification.

Taxes
Stipend awards – please refer to the memo titled “Tax Status of Scholarship and Fellowship Awards” which is available in Graduate Enrollment Services.
Research Assistantship & Part-time adjunct instructors, you will be taxed as an employee.

**Taxes for International Students**

In order to be exempt from taxes, you must schedule a meeting with Darko Pedisich from the Taxation Department, who is located at 726 Broadway, Room 249. Please call (212) 998-2982 or email darko.pedisich@nyu.edu to make an appointment with him. Please be sure to bring with you the enclosed Alien Tax Forms when you meet with him.

In order to be paid in a timely fashion, please forward your completed paperwork to Room 911 as soon as possible. This paperwork must include your receipt of filing for a social security card and proof of your meeting with Darko Pedisich. Once we receive your completed paperwork, we will be able to inform you when you can expect your first paycheck. Please keep in mind that until the CIMS payroll office receives all paperwork, paychecks cannot be issued.

Further information can be obtained on our website:
http://www.cims.nyu.edu/admin/payroll/

Encl.