
INTEROFFICE MEMORANDUM

TO: VICE PRESIDENTS, DEANS, CHAIRS, DIRECTORS AND UNIT HEADS
FROM: ELIZABETH ROBINSON
DIRECTOR OF HUMAN RESOURCES
SUBJECT: ADJUNCT PAYROLL – SUMMER 2008
DATE: 3/21/2008
CC: PAYROLL TEAM

ADJUNCT PAYROLL – SUMMER 2008

Please inform all adjunct employees of the payroll dates listed below for **Summer 2008**. You will need to submit Personal Action Forms (PAFs) for the **June 19th, 2008 payroll** through the appropriate channels (i.e. Dean's, Provost & Budget Offices) in enough time to reach Human Resources **by May 01, 2008**. As you know, **any adjunct paid at the 60% rate must fill out a timesheet** which you must endorse and submit to Human Resources, as indicated on the schedule below.

Please note that teaching adjuncts are **not** entitled to an additional hour of pay during the Summer Sessions. As per the Professional Staff Congress (PSC) contract, teaching adjuncts are eligible for the additional hour during the fall and spring semesters **only**.

Please post this notice where it can be read by members of the adjunct faculty, or place copies of this notice in the adjunct's mailboxes.

| Paycheck Dates |
|-----------------------|
| June 19, 2008 |
| July 3, 2008 |
| July 17, 2008 |
| July 31, 2008 |
| August 14, 2008 |