

# FALL 2011 ADJUNCT FACULTY PAY SCHEDULE



*No payment will be processed  
without direct deposit.  
Direct Deposit is a condition of employment.*

**Sept 30, 2011\*** (contracts and/or changes are due by Sept 16, 2011 by 5:00pm)

**Oct 14, 2011\*** (contracts and/or changes are due by Sept 30, 2011 by 5:00pm)

**Oct 28, 2011\*** (contracts and/or changes are due by Oct 14, 2011 by 5:00pm)

**Nov 10, 2011\*** (contracts and/or changes are due by Oct 28, 2011 by 5:00pm)

**Nov 25, 2011\*** (contracts and/or changes are due by Nov 10, 2011 by 5:00pm)

**Dec 9, 2011\*** (contracts and/or changes are due by Nov 25, 2011 by 5:00pm)

**Dec 23, 2011\*** (contracts and/or changes are due by Dec 9, 2011 by 5:00pm)

**\*REMEMBER: Payment will NOT be made without a signed contract.**

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ALL MASSACHUSETTS RESIDENTS MUST HAVE HEALTH INSURANCE.

**All Adjunct Faculty must show proof of Health Insurance or they can sign up for Health Insurance through the Health Connector.**

PAYMENT MAY BE DELAYED IF WE DON'T HAVE A COPY OF YOUR HEALTH INSURANCE CARD AND A COMPLETED HIRD FORM!

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***NEW ADJUNCT FACULTY ONLY***

ALL NEW FACULTY SHOULD CHECK WITH CAROL FARON IN THE HUMAN RESOURCES OFFICE, EXT. 8666, TO MAKE SURE THAT ALL THEIR HR PAPERWORK IS COMPLETE.

**No payment will be processed without a complete HR file.**