



SPRING 2012

ADJUNCT FACULTY PAY SCHEDULE



Direct Deposit is a condition of employment.

If a payment is processed and you don't have direct deposit, your payment will be held until you submit your direct deposit information.

Mar. 2, 2012* (contracts must be signed by Feb 17, 2012 by 5:00pm)

Mar. 16, 2012* (contracts must be signed by Mar 2, 2012 by 5:00pm)

Mar 30, 2012* (contracts must be signed by Mar 16, 2012 by 5:00pm)

Apr. 13, 2012* (contracts must be signed by Mar 30, 2012 by 5:00pm)

Apr. 27, 2012* (contracts must be signed by Apr 13, 2012 by 5:00pm)

May 11, 2012* (contracts must be signed by Apr 27, 2012 by 5:00pm)

May 25, 2012* (contracts must be signed by May 11, 2012 by 5:00pm)

***REMEMBER: You must sign your contract(s) each semester in order to receive any payment.**

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!

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.