

*SUMMER SESSION I - 2011*  
*ADJUNCT FACULTY*

\*\*\*\*\*

*Summer I Adjunct Faculty will be paid on*  
*July 8, 2011*

Signed contracts must be in the payroll office no later than June 22, 2011 in order to pay you on July 8<sup>th</sup>.

**ALL CONTRACTS MUST BE SIGNED IN THE GRADUATE AND CONTINUING ED OFFICE**

\*\*\*\*\*

**Direct Deposit is required by all employees.**

**Payment will be held if you do not have direct deposit set up.**

\*\*\*\*\*

**Have you given us proof of Health Insurance and signed a Health Insurance Responsibility Disclosure (HIRD) Form?**

**Please stop by or call the Payroll Office today!**

**Elaine 508/929-8116 or Mary 508/929-8491**

\*\*\*\*\***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 paperwork is complete.**

\*\*\*\*\*

**No payment will be processed without a complete HR file and/or a signed Contract.**