

SUMMER SESSION II - 2011

ADJUNCT FACULTY

*Summer II Adjunct Faculty will be paid on
August 19, 2011*

Signed contracts must be in the payroll office no later than August 3, 2010 in order to pay you on Aug. 19th.

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.