



MEMORANDUM

To: Vice Presidents, Deans, Directors and Department Heads

From: Mark Angel, Assistant Vice President for Finance *MAA*
Rick Larson, Assistant Vice President for HR, Training and Performance

Subject: Payroll Deadlines for Spring 2019 Adjunct Faculty Pay

Date: December 3, 2018

As the Spring 2019 semester approaches, it is once again time to plan the process of hiring and paying adjunct faculty. The dates and activities listed below are essential to ensuring adjunct faculty are paid timely and to avoid expensive retro payment processing.

As requested by Academic Affairs, Spring adjunct faculty should be hired with an effective date of 12/25/18 and payments end 4/24/19. Earnings will be paid in equal amounts over eight pay periods.

E-PAR/PAR forms must be received by HR no later than noon on 12/10/18. Please remember if the adjunct faculty member is a new hire or rehire required to participate in an Onboard session with Human Resources, the Onboard session must be completed before the faculty member begins work. If the Onboard session has not been completed, the adjunct faculty member will not receive pay on January 16, 2019.

Feel free to contact Payroll Services at 568-6233 with any questions you may have.

Please share this memo with appropriate faculty and staff in your department.