



INTEROFFICE MEMORANDUM

TO : Deans, Department Chairs, Directors and Managers
FROM : H. Diane Wallace, Director of Payroll
SUBJECT : Teaching Adjunct Payroll – Spring 2010
DATE : November 11, 2009
CC : J. E. Robinson, Business Manager

ADJUNCT PAYROLL – SPRING 2010

Payroll Notice Concerning Teaching Adjuncts:

Please inform all adjunct employees of the payroll disbursement dates listed below for the **Spring 2010** term. Also, it is of the essence that Personnel Action Forms (PAFs) are submitted through the appropriate approval channels (i.e., Department Chairs & Deans, the Office of the Provost, the Human Resources Department and the Budget Office) in a sufficient amount of time to reach the Payroll Office by the **December 10, 2009** deadline, in order for Adjunct Employees to be paid on **January 28, 2010**.

Please post this notice where it can be read by members of the adjunct faculty, or place copies of this notice in the adjunct’s mailboxes.

Paycheck Dates

- January 28, 2010
- February 11, 2010
- February 25, 2010
- March 11, 2010
- March 25, 2010
- April 8, 2010
- April 22, 2010
- May 6, 2010
- May 20, 2010