



INTEROFFICE MEMORANDUM

TO: DEANS, DEPARTMENT CHAIRS, DIRECTORS AND MANAGERS
FROM: **H. DIANE WALLACE**
DIRECTOR OF PAYROLL
SUBJECT: TEACHING ADJUNCT PAYROLL – FALL 2009
DATE: **June 25, 2009**
CC: J.E. ROBINSON, BUSINESS MANAGER

ADJUNCT PAYROLL – FALL 2009

Teaching Adjuncts:

Please inform all adjunct employees of the payroll dates listed below for **Fall 2009**.

It is of the essence that you submit Personnel Action Forms (PAFs) for the **September 10th, 2009 payroll** through the appropriate channels (i.e. Dean’s, Provost, Human Resources & Budget Offices) in enough time to reach Payroll by July 30, 2009

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

- September 10, 2009
- September 24, 2009
- October 08, 2009
- October 22, 2009
- November 05, 2009
- November 19, 2009
- December 03, 2009
- December 17, 2009
- December 31, 2009