



INTEROFFICE MEMORANDUM

TO: DEANS, DEPARTMENT CHAIRS, DIRECTORS AND MANAGERS
FROM: **H. DIANE WALLACE**
DIRECTOR OF PAYROLL
SUBJECT: TEACHING ADJUNCT PAYROLL – SUMMER 2009
DATE: **March 31, 2009**
CC: J.E. ROBINSON, BUSINESS MANAGER

ADJUNCT PAYROLL – SUMMER 2009

Teaching Adjuncts:

Please inform all adjunct employees of the payroll dates listed below for **Summer Session 2009**. It is of the essence that you submit Personnel Action Forms (PAFs) for the **June 18, 2009 payroll** through the appropriate channels (i.e. Dean's, Provost, Human Resources & Budget Offices) in enough time to reach Payroll by April 24, 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

June 18, 2009
July 2, 2009
July 16, 2009
July 30, 2009
August 13, 2009