

**SALEM STATE COLLEGE**

**THE DIVISION OF GRADUATE AND CONTINUING EDUCATION**

**TO:** Faculty Teaching in Summer 2010  
**FROM:** Deans Emerson Baker and Arlene Greenstein  
**DATE:** May 21, 2010  
**RE:** Summer 2010 Pay Schedule

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As you may know, throughout the year, the institutional payroll is run on a biweekly basis. And, in order to be paid for a particular pay period, it is necessary that all appropriate documentation be provided two weeks prior to the pay date. Documentation includes a copy of the course syllabus that must be submitted to the appropriate email address ([ce-syllabi@salemstate.edu](mailto:ce-syllabi@salemstate.edu) or [grad-syllabi@salemstate.edu](mailto:grad-syllabi@salemstate.edu)) along a signed copy of your contract, which should be returned within five days of receipt. Please send your signed contract to David Crane or Cyndi Allison in Room 113 Sullivan Building.

We thought it would be helpful to provide you with information regarding the DGCE pay schedule for the Summer 2010.

**Pay Dates:**

<b>June 11th</b>	Summer Institutes that run between May 24 <sup>th</sup> and June 4 <sup>th</sup>
<b>June 25th</b>	Summer I classes and all Summer Institutes that run between June 7 <sup>th</sup> and June 25 <sup>th</sup>
<b>July 23rd</b>	Summer Institutes that run between June 28 <sup>th</sup> and July 23 <sup>rd</sup>
<b>August 20th</b>	Summer II classes, All Full Summer classes, and Summer Institutes that run between July 26 <sup>th</sup> and August 20 <sup>th</sup>

Please note that payroll at Salem State Colleges utilizes direct deposit. For those of you who are not already using direct deposit, you may participate in this program by contacting the Payroll Office (978-542-7026). **For those of you who are already receiving your check via direct deposit, it is not necessary to contact the Office of Human Resources.**

On another house keeping matter, if you have never taught here at Salem State College or if you have had a "break in service" (i.e., if you have not taught here in the past year), please contact Ms. Nicole LeFavour (978-542-6312) so that she can arrange a time for

your to come in and complete the appropriate HR paperwork. Completion of this paperwork is necessary so that your compensation can be processed.

We would greatly appreciate it if you do not take it upon yourself to move your class from your assigned classroom. When you do so, you impact another assigned classroom, which creates a domino effect making problems for fellow faculty, students in other classes, and college administrators. To be of assistance to students and for public safety reasons, it is essential that we know where each class is located. If for some reason you need to change your assigned room, you must request this change through the Registrar's Office. If approved, they will forward the change to our office.

We wish you an enjoyable summer term and if we can be of any assistance to you, please do not hesitate to contact us.

cc: Amy Everitt, President Salem Chapter MSCA