



TO: Summer Teaching Faculty and Technical Assistants
FROM: Michele Lasak *Michele Lasak*
SUBJ: **HOW WILL I BE PAID?**

Main Biweekly University Payroll Schedule for Summer Sessions

Payroll No.	Payroll Period	Paydate
5	May 28 - June 10	June 24, 2009
6	June 11 - June 24	July 8, 2009
7	June 25 - July 8	July 22, 2009
8	July 9 - July 22	August 5, 2009
9	July 23 - August 5	August 19, 2009
10	August 6 - August 19	September 2, 2009

PLEASE NOTE - Since the last payday for spring 2009 appointments is May 27, **all summer 2009 first-session instructors will receive their first paycheck on payday 6/24/2009. No Summer Sessions paychecks will be issued before that date.**

Otherwise your teaching dates establish the **payroll periods** within which you will be paid. For example, 6 Week 2 dates (June 22-July 31) fall in payroll numbers 6, 7, 8 and 9. The **corresponding pay date** in last column next to the payroll period is when you should receive a check **provided you turn your signed contract into the Office of Summer Sessions in sufficient time for us to authorize payment.**

THINGS TO NOTE

- **Everyone** on Summer Sessions payroll will be subject to the **lag-payroll** system, meaning that once authorization to pay has occurred, your first paycheck will be delayed one full pay period (see attached schedule).
- Please be aware that *(with the exception of first session instructors' first paycheck as noted above)* **your paycheck** reflects payment for **only those days** you teach within the payroll period. Again, if you are currently on the spring payroll as a lecturer or Graduate/Teaching Assistant, your first payment for this contract will begin **AFTER** your regular appointment ends.
- On payday, **your check** will be issued to your **department** where it can be picked up by you.
- You must **return your signed contract and any additional payroll forms** that accompany your contract to the Office of Summer Sessions, SS 110, in sufficient time to authorize payment to you and for the Office of Human Resources Management to process your appointment. If you have received an appointment packet (W-4, IT-2104, I-9, etc) with your contract, this generally means that you were not on University State payroll **within the last twelve months**. Questions regarding any forms that are attached should be directed to the Office of Human Resources Management at 437-4700. You may also refer to Human Resources website at <http://hr.albany.edu/>.
- If your appointment is assigned **Extra Service**, effective January 8, 2009, signed **vouchers** are **no longer required** for most extra service appointments. Extra service appointees will be paid on a bi-weekly basis for the duration of their extra service appointment once HR receives the appropriate signed Extra Service (UP-8) or Dual Employment (AC-1588) approval form. **HR must have the approval form before payment can begin.** For procedural questions regarding this process, please contact the Office of Human Resources Management at 437-4700 or refer to website at <http://hr.albany.edu/>.