MEMORANDUM

TO: Summer School Faculty

FROM: Richard A. English
      Provost and Chief Academic Officer

SUBJECT: Adjustments to Summer School Salary Payment

I am writing to inform you that Summer School salary adjustments will be made only at the end of each Summer School session. Previously, the Payroll Department was able to make adjustments every pay period; however, making the adjustments placed a great burden on the Payroll Office and hindered its ability to meet payroll deadlines. To insure timely processing of your compensation, your academic department must submit correct personnel information on your behalf.

Please contact your department Chair or the Dean of your school or college if you have questions about this matter.