



PART-TIME CREDIT FACULTY

FALL 2016 PAYROLL SCHEDULE

Full semester 15 week classes (9/7/16 – 12/21/16) will be paid in **8 payments** beginning **9/23/16**

Late start 13 week classes (9/21/16 – 12/21/16) will be paid in **7 payments** beginning **10/7/16**

First 8 week classes (9/7/16 – 10/27/16) will be paid in **4 payments** beginning **9/23/16**

Second 8 week classes (10/29/16 – 12/21/16) will be paid in **4 payments** beginning **11/18/16**

Payroll dates are as follows:

September 23

October 7

October 21

November 4

November 18

December 2

December 16

December 30

DIRECT DEPOSIT PAY ADVICES ARE AVAILABLE ONLINE AT
<https://payinfo.state.ma.us/payinfo/login.asp>

User ID: is your HRCMS employee ID number (NOT your banner ID)

Password: first time is your HRCMS employee ID number followed by the last 4 digits of your Social Security number (no spaces). If you need to reset your password contact the NECC helpdesk at (978)556-3111.

PLEASE NOTE that direct deposit is mandatory and checks will no longer be mailed to your home. If you have not already done so, please fill out a direct deposit form and send it to the payroll office.

<http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/hrcmspayrolldirectdeposit.pdf>

If you need help accessing your pay advice please contact **Marie Burchell 978-556-3957** or **Tracy Fitzgerald 978-556-3951** in the payroll office.

PAYROLL OFFICE HOURS: MONDAY - FRIDAY, 8:00 - 4:30
ROOM B217