



PART-TIME CREDIT FACULTY

SPRING 2020 PAYROLL SCHEDULE

Intercession 2 week classes (1/2/20-1/17/20) will be paid in **1 payment** on **1/24/20**

Intercession 4 week classes (1/2/20-1/28/20) will be paid in **1 payment** on **2/7/20**

Full Semester 16 week classes (1/22/20-5/11/20) will be paid in **8 payments** beginning **2/7/20**

Late Start 13 week classes (2/6/20-5/11/20) will be paid in **7 payments** beginning **2/21/20**

First 8 week classes (1/22/20-3/14/20) will be paid in **4 payments** beginning **2/7/20**

Second 8 week classes (3/23/20-5/11/20) will be paid in **4 payments** beginning **4/3/20**

Payroll dates are as follows:

- February 7
- February 21
- March 6
- March 20
- April 3
- April 17
- May 1
- May 15

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: Your initial password will be the **upper case first initial of your first name, lower case first initial of your last name, your HR/CMS ID: XXXXXX, followed by the last 4 digits of your social security number typed without any spaces or dashes.** For example, Ss123451111. The system will then prompt you to change your password.

If you have previously logged in and forgotten your password, please contact the IT Helpdesk to reset it at 978-556-3111.

PLEASE NOTE that direct deposit is mandatory. 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 have any payroll questions contact **Tracy Fitzgerald 978-556-3951 in the payroll office.**

PAYROLL OFFICE HOURS: MONDAY – FRIDAY 8:00 - 4:30, Room B219