



PART-TIME CREDIT FACULTY

FALL 2022 PAYROLL SCHEDULE

Full Semester 14 week classes (09/07/22-12/20/22) will be paid in **7 payments** beginning **9/30/22**

Session I classes (09/07/22-10/27/22) will be paid in **3 payments** beginning **9/30/22**

Session II classes (10/31/22-12/20/22) will be paid in **4 payments** beginning **11/11/22**

Payroll dates are as follows:

- **September 30, 2022**
- **October 14, 2022**
- **October 28, 2022**
- **November 11, 2022**
- **November 25, 2022**
- **December 9, 2022**
- **December 23, 2022**

DIRECT DEPOSIT PAY ADVICES ARE AVAILABLE ONLINE AT

<https://hrcms-prod.mass.gov/psp/H92PRD/EMPLOYEE/HRMS>

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.

If you need help accessing your pay advice or questions regarding HR/CMS self-service please contact payroll@necc.mass.edu

PAYROLL OFFICE HOURS: MONDAY – FRIDAY 8:00 - 4:30, Room B219, please contact the Payroll Inbox to schedule an appointment