



KEAN UNIVERSITY

FR: Kathleen Garra
Director of Payroll

RE: Adjunct and Overload Contracts- Fall 2016 Semester

DATE: July 6, 2016

Adjunct faculty who teach the fall semester and who are members of the PERS pension plan are entitled to a full 7 periods of service credit for the third calendar quarter of 2016. The third quarter ends on September 30th and will be reported to the Division of Pensions and Benefits on October 1st.

These individuals must receive at least one payment before September 30th in order to be posted to the pension processing file for the third quarter. We plan to make the final payment of the quarter on September 23rd. In order to insure proper pension reporting, we must receive all fall contracts on or before August 3rd, 2016.

If an employee is entitled to credit and is not paid, a letter must be written to the Division of Pensions and Benefits requesting an adjustment to the employee's record based on all of the relevant details. There are penalties and interest charges assessed for each adjustment.

Payments to adjunct faculty will be made on the following dates and a typical 3 credit contract in the amount of \$3,900.00 (for ex.) will be paid as shown:

Pay Period	Pay Date	Amount
19	September 23	558.00
20	October 7	557.00
21	October 21	557.00
22	November 4	557.00
23	November 18	557.00
24	December 2	557.00
25	December 16	557.00

Overload payments will be made on October 7th (PP20) and December 2nd (PP24). One-half of the total contracts will be paid on these dates.