

PAYROLL INFORMATION

Please carefully review the course and salary information on your assignment contract. Sign and return the contract to UAF Community & Technical College Dean's Office, 604 Barnette Street, Suite 218, Fairbanks, AK 99701.

If your rank/title indicates (new hire) and you have previously taught for us, this means you have no union dues deduction set-up.

EXAMPLE

Faculty rank/title	Adjunct Represented - Credit
Term of appointment , semester	Fall 2017, and not beyond
Course Code with section number & Course Name	RECR F120C T02, Beginning Yoga
Dates of instruction	08/28/2017 to 12/16/2017
Days of week course meets & course times	TR 12:00 p.m. – 1:30 p.m.
Building/Room number	604 Barnette, Rm 116
# of credits	1
Position number	925168
Full Salary	1186.93
Bi-weekly installments	9 pay periods @ \$131.88 each
Benefits eligible	No

WHEN DO I GET PAID?

Payroll has a two week "lag period" from the time you work until the time you are paid. For example, if your assignment contract starts on or between August 20, 2017 and September 2, 2017 you can expect your first paycheck to be issued September 15, 2017. If your assignment starts later and you have been issued an assignment contract, you can expect your first paycheck approximately 2-4 weeks after the start date of your assignment.

ADDITIONAL INFORMATION:

CONTRACT: Please make sure you receive a contract for each assignment you are teaching/performing. If a contract is missing, please call Dianna James, UAF CTC's HR Manager at 455-2863.

CHANGE OF ADDRESS: Please make sure that your current mailing address is the HR address on file with UAF Human Resources. Just because your current address is listed on your contract does not mean it is the HR address on file with UAF Human Resources. If your HR address has changed since you last taught, you'll need to complete a UA Change Form in order for important UA documents to be mailed to your correct address. The Request for Change form can be accessed through the following link: http://www.alaska.edu/files/hr/change_form.pdf

DIRECT DEPOSIT: If you are an adjunct, your current Collective Bargaining Agreement states that unit members will participate in direct deposit of net pay. During the direct deposit set up you will receive one "live" check to allow the system to confirm that all account and banking information is accurate. That check will be mailed to the HR address on file with UAF Human Resources. If all account and banking information is verified as accurate future checks will be direct deposited. Other this this first pre-note check, **paychecks are no longer being mailed.**

PAYROLL NOTES: Direct deposit pay stubs are no longer issued via mail; however, pay stub information is available through UAOnline. If you have a new bank account since your last assignment, please complete and submit a new Payroll Direct Deposit Request form to me. You can access the form through the following link: http://www.alaska.edu/files/hr/direct_deposit_request_form.pdf

ONLINE INFORMATION ACCESS: Please use **UAOnline** (uaonline.alaska.edu) to view and verify all of your payroll information. You may correct all your addresses and contact information, except your HR address, via UAOnline. **Note: you cannot change your HR address via UAOnline, you must submit the form referenced above.**

CONTACT: Dianna James, HR Manager for UAF Community and Technical College is your contact in the Dean's Office. She is happy to assist you with questions regarding information you are unable to locate through the sources listed in this document. Call her at **455-2863**.