FR: Kathleen Garra  
Director of Payroll

RE: Adjunct and Overload Contracts- Fall 2012 Semester

DATE: July 18, 2012

Adjunct faculty who teach the fall semester and who are members of the PERS pension plan are entitled to a full 6 periods of service credit for the third calendar quarter of 2012. 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 28th. In order to insure proper pension reporting, we must receive all fall contracts on or before August 6th, 2012.

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 $3,600.00 will be paid as shown:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>September 14</td>
<td>516.00</td>
</tr>
<tr>
<td>20</td>
<td>September 28</td>
<td>514.00</td>
</tr>
<tr>
<td>21</td>
<td>October 12</td>
<td>514.00</td>
</tr>
<tr>
<td>22</td>
<td>October 26</td>
<td>514.00</td>
</tr>
<tr>
<td>23</td>
<td>November 9</td>
<td>514.00</td>
</tr>
<tr>
<td>24</td>
<td>November 23</td>
<td>514.00</td>
</tr>
<tr>
<td>25</td>
<td>December 7</td>
<td>514.00</td>
</tr>
</tbody>
</table>

Overload payments will be made on September 28th (PP20) and November 23rd (PP24). One-half of the total contracts will be paid on these dates.
Reminder: Effective September 2007, adjuncts who have taught sixteen (16) or more semesters at the University are to receive an additional $50 per credit. A semester is defined as fall or spring. This extra credit compensation must be included on the contract issued for payment that is submitted to the Payroll Office. Any questions regarding the extra compensation per credit should be directed to the Office of Human Resources at extension 73300.

Additionally, adjunct faculty has the option of having their checks direct deposited. This will expedite their payments and cut down on the number of lost checks. Direct deposit forms are available in the Payroll Office.

Adjunct faculty are represented by the AFT union, therefore, it is imperative that all contracts are submitted to the Payroll office on or before the due date.

All contracts must be generated in Datatel. In addition, all cancellations must be processed in Datatel. No manually generated contracts will be processed. The Payroll Department must be contacted as soon as possible when a contract is cancelled.

I ask for your continued cooperation in carefully recording ID numbers and legal names on all contracts and in making sure that employees have been established on the personnel file before contracts are forwarded for payment. We also have significant problems if an employee is using the direct deposit option and a contract is cancelled after the payment is processed.

Please remember to forward a copy of all contracts to the Office of Human Resources. If you have any questions, please call the Payroll Office at extension 73170.
Important Reminder regarding Employment after Retirement

The Office of Human Resources at Kean University has been notified by the Division of Pensions and Benefits that an employee may not retire from the New Jersey Alternate Benefit Program (ABP), and continue employment with Kean University in an ABP eligible position even in a reduced capacity, such as adjunct.

Therefore, if a professor or an adjunct applies to retire from the ABP at the end of one semester* and returns at the beginning of the following semester as an adjunct, it is considered a continuation of ABP-eligible employment and the retirement is not bona fide.

**Adjunct faculty contracts may not be issued for retirees who have not served a minimum of one semester break in service.**

- For example, a full-time faculty member or an adjunct that retired from Kean University as of July 1, 2012, may not be rehired as an adjunct for the fall 2012 semester.

For further information regarding the employment after retirement, please feel free to contact Yrelys Tapanes, Managing Assistant Director – Benefits at Kean University, by calling 908-737-3313 or via email at ytapanes@kean.edu.

*This refers to SPRING and FALL semesters only – not SUMMER SESSIONS or WINTER BREAK.*