

The Business Center South Payroll Center has notified CCSN of a change, effective with the Summer 2007 term, that they are implementing to process summer session payroll. Summer session payroll will now be paid on the last working day of each month, which is consistent with the normal payroll cycles established for professional and adjunct faculty. Please review the summer session and payroll dates that follow:

<b>SUMMER SESSION, 2007</b>	
1st 4-Week Session (June 4 - June 29)	
Payroll will occur on 06/30/2007	
2nd 4-Week Session (July 2 - July 27)	
Payroll will occur on 07/31/2007	
6-Week Session (June 4 - July 13)	
Payroll will occur on 06/30/2007 and 07/31/2007 (half the amount each payroll)	
8-Week Session (June 4 - July 27)	
Payroll will occur on 06/30/2007 (half of the amount) and 07/31/2007 (half of the amount)	
10-Week Session (June 4 - August 11)	
Payroll will occur on 06/30/2007 (one third of the amount); 07/31/2007 (one third of the amount) and 08/31/2007 (final one third payment)	

In an effort to accommodate faculty, CCSN has moved the payroll dates forward. This will provide compensation to faculty earlier in the term, increase the number of pay cycles, and will provide more timely payment. **It will be imperative that department staff coordinate and process documents as early as possible to accommodate these due dates.**

The following information is provided on behalf of the Business Center South Payroll Center.

***Why is this change being made?***

The Business Center South (BCS) Payroll Center is continuously challenged to become more cost-effective and efficient in its administrative processes to better support the growth of the institutions. This scheduling change will eliminate the necessity of additional special summer payroll cycles which conflict with other processing requirements that must be accommodated during July and August. It is during this period that Faculty reappointment contracts are being processed for the coming fiscal year, and this multitude of conflicting priorities causes significant inefficiency in the department, which processes payroll not only for CCSN, but for UNLV and NSC as well. The new summer payroll schedule will bring all three institutions consistent with all the other NSHE institutions, by processing summer session as extra compensation within the normal payroll cycle.

***What is the impact to the summer session faculty?***

There is the possibility a faculty member's federal tax withholding may be impacted. Aside from the change in payroll date, faculty being paid for any other services on July 31 and August 31 will have those payments combined with their summer session payroll on a single paycheck/direct deposit.

As a result, federal income tax withholding may be affected by the higher combined gross payment. Should this be an issue, faculty may wish to file a revised W-4 tax card and submit it to The Office of Human Resources to adjust their federal income tax withholding. Faculty may want to review their payroll as they may want to enroll in the supplemental tax-sheltered retirement or deferred compensation programs. Faculty who already participate in the supplemental tax-sheltered retirement or deferred compensation programs should also review their payroll to determine if they should increase their monthly deduction.

