



## MEMORANDUM

**TO:** Part-time Adjunct Faculty Members  
**FROM:** Office of Human Resources  
**DATE:** August 7, 2024  
**SUBJECT:** Part-time Adjunct Faculty Fall 2024 Pay Dates and Human Resources Updates

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The Office of Human Resources (OHR) is providing the information below to communicate Fall 2024 semester pay dates and resources available to you as part-time adjunct faculty.

### Academic Fall 2024 Pay Dates

Part-time adjunct faculty who are teaching a 16-week course for the Fall 2024 semester are paid in three pay installments which are received on the following dates:

- October 2, 2024
- November 13, 2024
- January 8, 2025

If you are a new hire part-time adjunct faculty, and have signed up for payroll direct deposit, you will receive your first paycheck by mail and *possibly* your second paycheck until your bank account receives a prenotification test by the State of Maryland, Central Payroll Bureau to verify the accuracy of your bank information.

If your part-time adjunct faculty contract for teaching is for less than 16 weeks or for course design or stipulates other academic services, then your pay will be received according to your contract agreement. If your contract is not received timely or impacted by other delays, then your first pay will be received after the October 2, 2024, payday and in accordance with the Payroll Office processing guidelines. All questions related to receipt of adjunct faculty pay may be directed to [payroll@morgan.edu](mailto:payroll@morgan.edu).

### **Payroll Online Service Center – POSC**

The Comptroller of Maryland [Payroll Online Service Center](#) (POSC) is designed for use by all State government employees who are paid by the Central Payroll Bureau. The POSC provides online viewing and printing of 12 rolling months of your most recent pay stubs, duplicate W-2 data for the three most recent reporting years, online submission for updates to your Form W-4, Federal Employee Withholding Allowance Certificate.

First time users may register for the POSC using information found on your most recent pay stubs including the MSU agency number (361300) and check/advice number. You will then be able to create a POSC account with a login ID and password. If you need assistance accessing the POSC or you can not locate your check/advice number, please contact the Payroll Office at [payroll@morgan.edu](mailto:payroll@morgan.edu).

### **Employee Assistance Program through Business Health Services**

The Office of Human Resources has partnered with Business Health Services (BHS) to offer an Employee Assistance Program (EAP). This program is free, highly confidential and is available 24/7 to all employees and household family members. Our EAP allows you to connect with a master's level clinician for short-term counseling and immediate support, consult with a legal or financial expert, request referrals for child or elder care, and have access to lifestyle management resources. To connect with a BHS Care Coordinator, call 800-327-2251 or you can:

- Access the My BHS Portal at [portal.bhsonline.com](http://portal.bhsonline.com)
- Enter the username: MORGANSTATE to connect via Live Chat or request services through an online form.

### **Human Resources Contact Information**

The following information is provided to assist you with getting to the right department for any human resources related inquiries:

- o [HRIS@morgan.edu](mailto:HRIS@morgan.edu) – contract questions and concerns
- o [hr-academicaffairs@morgan.edu](mailto:hr-academicaffairs@morgan.edu) – human resources inquiries
- o [voe@morgan.edu](mailto:voe@morgan.edu) – verification of employment
- o <https://www.morgan.edu/hr> - OHR website
- o OHR Main Line – (443) 885-3195

### **Access to MSU Systems – Help and Support**

- o Email – if you need to reset your password, use the self-service password management tool [mypassword.morgan.edu](http://mypassword.morgan.edu) . If you require assistance accessing your email, please contact the Division of Information Technology's (DIT) Service Desk at [servicedesk@morgan.edu](mailto:servicedesk@morgan.edu) or you may [submit a service ticket](#) or call them directly at (443) 885-4357 – HELP (4357). You will need your Banner ID number when you contact the DIT Service Desk. Contact the Office of Human Resources at [OHR@morgan.edu](mailto:OHR@morgan.edu) or (443)-885-3195 if you do not know your Banner ID number.
- o Canvas – if you are able to access your MSU email, but not Canvas, please contact the DIT Service Desk for assistance. If you are unable to access your email after troubleshooting with the DIT Service Desk and also need assistance accessing Canvas, please contact the Office of Human Resources at [OHR@morgan.edu](mailto:OHR@morgan.edu) or call (443)-885-3195 for contract support and to receive your Banner ID number.

### **Change of Address Instructions**

In order to change your home address login to the [Payroll Online Service Center](#) and select *Update Address/W4 (Tax Withholding)* and complete the address change form. After you have updated your address in the POSC, please send an email to [HRIS@morgan.edu](mailto:HRIS@morgan.edu) with your new address. These steps will allow your address to be changed with the Central Payroll Bureau and OHR.

If you have any additional human resources-related questions, please email [hr-academicaffairs@morgan.edu](mailto:hr-academicaffairs@morgan.edu).

cc: Dr. Hongtao Yu, Provost and Senior Vice President for Academic Affairs  
Division of Academic Affairs Deans  
Division of Academic Affairs Chairs

OHR/PT Adjunct