


MEMORANDUM

Office of the Provost

Lloyd Armstrong, Jr.  
Provost

To: Faculty

From: Lloyd Armstrong, Jr. 

Date: May 3, 2004

Subject: Payroll Cycle and Annual Salary Letter (REVISION)

I thank several alert faculty who have suggested a better way to handle the payroll cycle transition issues relating to coordinating the end of this academic year and the new summer research period. Consequently, I replace paragraph two of my memo of April 21, 2004, with the following substitute paragraph:

**The change of the payroll cycle will affect the period of summer research. This year only, the summer period available for funded research and other pursuits will be defined as June 1 through August 15. No faculty will lose any salary with this one-time arrangement, as the current academic year runs through May 31. Pay for the new academic year will start two weeks earlier, on August 16. Beginning with summer 2005, the summer period available for funded research and other pursuits will be defined as May 16 through August 15.**

cc: Steven B. Sample  
Dennis Dougherty  
Awilda Bregand  
Vivian Chiang  
Robert Cooper  
Marcia Wood  
Janis McEldowney  
Catherine Maddaford  
John Thurgood