



MEMORANDUM

TO: Part-time Adjunct Faculty Members
FROM: Office of Human Resources
DATE: October 07, 2025
SUBJECT: Part-time Adjunct Faculty Fall 2025 Pay Dates and Human Resources Updates

The Office of Human Resources (OHR) is providing the information below to communicate the Fall 2025 semester pay dates and resources available to you as part-time adjunct faculty.

Adjunct Faculty Fall 2025 Pay Dates

Part-time adjunct faculty who are teaching a 16-week course for the Fall 2025 semester are paid in three pay installments, which are received on the following dates:

- October 15, 2025
- November 12, 2025
- January 07, 2026

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 receives a pre-notification 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, for course design or stipulates other academic services, then your pay will be received per 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 15, 2025, payday and in accordance with the Payroll Office processing guidelines. All questions related to the receipt of adjunct faculty pay may be directed to payroll@morgan.edu.

Payroll Online Service Center – POSC

The Comptroller of Maryland [Payroll Online Service Center](#) (POSC) is designed for use by all State 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 can register for the POSC using the information found on their 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.

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
- 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:

- HRIS@morgan.edu – contract questions and concerns
- OHR@morgan.edu – general human resources inquiries
- OHRclasscomp@morgan.edu - human resources classification and compensation inquiries
- hr-academicaffairs@morgan.edu – faculty-related human resources inquiries
- hr-adjunctfaculty@morgan.edu – adjunct faculty related inquiries
- voe@morgan.edu – verification of employment
- <https://www.morgan.edu/hr> - OHR website
- 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. If you require assistance accessing your email, please contact the Division of Information Technology's (DIT) Service Desk at 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 or (443)-885-3195 if you do not know your Banner ID number.
- o **Canvas** – if you can access your MSU email, but not Canvas, please get in touch with 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 or call (443)-885-3195 for contract support and to receive your Banner ID number.

Change of Address Instructions **NEW**

In order to change your home address, log in 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 POSC, please complete the [Home Address Update Request Form](#) located on the OHR website. You must complete both steps as they will ensure your address is changed with both the Central Payroll Bureau and OHR.

If you have any additional human resources-related questions, please email 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