



**KEAN UNIVERSITY  
WINTER SESSION 2018  
PAYMENT SCHEDULE**

Winter '18 Session lasts from January 2, 2018 through January 12, 2018. Winter Session contract payments will be made in one payment on January 12, 2018.

Wenzhou Winter '18 Session lasts from January 2, 2018 through January 17, 2018. Winter Session contract payments will be made in one payment on January 12, 2018.

All contracts must be generated using Colleague. In addition, all cancellations must be processed through Colleague. No manually generated contracts will be processed.

All contracts for Winter Session are to be submitted to the Payroll office by December 11, 2017.

Payment will not be made unless the proper authorizations have been received by the Office of Human Resources. Please confirm all new hire requirements with Human Resources. Please take extra care in recording the employee's Kean ID on the contracts and notify Payroll as soon as possible when a contract is cancelled. Copies of all contracts must be sent to Human Resources.

Thank you in advance for your cooperation and assistance. If you have any questions, please call the Payroll Office at ext. 73170.