

March 20, 2020

Dear College of Law Community,

By now, you have seen Vice Chancellor Haynie's email concerning New York State Governor Cuomo's order today that 100% of the state's non-essential workforce stay home.

In the last two weeks, we have followed, implemented and adjusted with fidelity incremental measures for protecting our community from COVID-19. Each of them has been based upon official guidance and directives from federal and state authorities, ranging from advisories, to mandatory social distancing rules, to incremental workforce restrictions. Thank you for your patience as we continue to adjust to these evolving measures.

### **Dineen Hall Access**

For the College of Law, Governor Cuomo's order, which will go into effect this Sunday, March 22, means that Dineen Hall will be **closed to all faculty and staff (not just students)**. This new directive will deepen the impact of COVID-19 on certain of our operations. We will share additional information and appropriate guidance as soon as possible after we have an opportunity to confirm whether certain staff members can be approved as essential in compliance with the Governor's order.

***In the meantime, no one should report to Dineen Hall after Sunday, March 23.***

### **Paychecks**

Faculty, staff and student workers who have heretofore received their pay by paper checks delivered to you in Dineen Hall, please note that all Syracuse University paper paychecks dated this Wednesday, March 18, and continuing until further notice will be mailed to you via the US Postal Service.

Employees who have not signed up for direct deposit and will therefore receive a paper paycheck should ensure their permanent address is accurate by visiting MySlice and navigating to **My Profile > Addresses**.

As a reminder, anyone with a NetID and password is able to set up direct deposit through MySlice. The [Payroll Office's website](#) provides step-by-step instructions to enroll in direct deposit. Contact the Payroll Office at [payroll@syr.edu](mailto:payroll@syr.edu) or 315.443.4042, option 2, with any questions.

Please direct your questions to [LawPreparedness@law.syr.edu](mailto:LawPreparedness@law.syr.edu), and remember to visit our [Law Preparedness](#) page on the College of Law's continued response to COVID-19.

I look forward to the College of Law's return to the "virtual" classroom next week.

Stay healthy and strong.

**Craig M. Boise**

Dean and Professor | College of Law