

HUNTER

The City University of New York

Payroll Department
(212) 772-4097

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky
Executive Director of Human Resources

DATE: July 30, 2015

RE: Adjunct Payroll Schedule Fall 2015

Fall 2015

The schedule below is for Teaching Adjuncts for the Fall 2015 Semester. In order to make the first payment for the Fall Semester (September 17, 2015) all Adjunct appointments must be **processed and submitted to Human Resources by August 14, 2015**. If the appointment is not processed in time for the first paycheck distribution, an adjustment will be made to the subsequent check.

If you have any questions or require additional information, please call Susan Jones-Crenshaw at (212)772-4097.

<u>PAYMENT</u>	<u>PAY DATE</u>	<u>PAYMENT</u>	<u>PAY DATE</u>
1	09/17/15	5	11/12/15
2	10/01/15	6	11/25/15
3	10/15/15	7	12/10/15
4	10/29/15	8	12/23/15

Please be advised that this schedule will be available on the Hunter College Human Resources website under What's New:

Thank you.

c: Susan Jones Crenshaw , Payroll Director
Gowrie Kamintzky, Deputy Director of Human Resources