

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 21, 2017

RE: **Adjunct Payroll Schedule Fall 2017**

Fall 2017

The schedule below is for Teaching Adjuncts for the Fall 2017 Semester. In order to make the first payment for the Fall Semester (September 14, 2017) all Adjunct appointments must be **processed and submitted to Human Resources by August 14, 2017**. 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	09/14/17	5	11/09/17
2	09/28/17	6	11/23/17
3	10/12/17	7	12/07/17
4	10/26/17	8	12/21/17

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 & Patricia Ketterer