

Payroll Department

(212) 772-4395

**M E M O R A N D U M**

TO: Deans, Department Heads, Directors and Administrators FROM: Galia Galansky, Executive Director of Human Resources DATE: November 22, 2016

RE: Payroll Schedule Spring 2017 for

Non-Teaching Adjuncts and Adjunct CLTs

In order for Adjuncts to receive the first pay checks on time, all appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians must be submitted via the Adjunct Employee Management System (AEMS) by **January 9, 2017**

Non-Teaching Adjuncts and Adjunct College Laboratory Technicians are required to submit

bi-weekly timesheets, (which should reflect the total number of hours approved for the semester) via AEMS, for hours worked in accordance with the schedule below.

The dates on the timesheets must reflect the dates for the current pay period. The input and pay day schedule is below.

If you have any questions or require additional information, please contact Susan Jones Crenshaw at (212)772-4097 or sjonesc@hunter.cuny.edu

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period Covered | TimesheetsDue in Payroll | Pay date | Period Covered | Timesheets Due in Payroll | Pay date |
| 01/29 - 02/04/17 | 02/07/17 | 03/02/17 | 04/02 - 04/15/170 - 04/22/17 | 04/18/17 | 05/11/17 |
| 02/05 - 02/18/17 | 02/21/17 | 03/16/17 | 04/16 - 04/29/17 | 05/02/17 | 05/25/17 |
| 02/19 - 03/04/17 | 03/07/17 | 03/30/17 | 04/30 - 05/13/17 | 05/16/17 | 06/08/17 |
| 03/05 - 03/18/17 | 03/21/17 | 04/13/17 | 05/14 - 05/27/17 | 05/30/17 | 06/22/1702/17 |
| 03/19 - 04/01/17 | 04/04/17 | 04/27/17 | 05/28 - 05/31/17 |  06/13/17 |  07/06/17 |

Please be advised that this schedule will be available on the Hunter College Human Resources website under “What’s New”

c: Susan Crenshaw-Jones & Patricia Ketterer