

Payroll Department
(212) 772-4395

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators
 FROM: Galia Galansky, Executive Director of Human Resources
 DATE: May 1, 2017
 RE: PAY DATES FOR SUMMER TEACHING ADJUNCTS – SUMMER 2017

The schedule below is for Teaching Adjuncts for SUMMER 2017 Semester. Assignment letters must be submitted to Human Resources via the Adjunct Employee Management System (AEMS) to comply with deadlines set by the Office of the State Comptroller.

- Appointments for AEMS sessions IA, IB, IC are due **May 15, 2017**
- Appointments for AEMS session II are due **June 1, 2017**

Please note:

Late paper work may result in an employee being disproportionately taxed on their first paycheck.

ACADEMIC SESSION	ACADEMIC PERIOD	PAY DATES	USE AEMS SESSION
Session 1 - 5 weeks	06/01 – 07/06/2017	6/22/2017 7/06/2017	SUMMER IA 6/01 – 7/13
Session 1 - 6 weeks	06/01 – 07/13/2017	6/22/2017 7/06/2017	
Session 1 - 8 weeks	06/01 – 07/27/2017	6/22/2017 7/06/2017 7/20/2017	SUMMER IB 6/01 – 7/27
Session 1 - 11 weeks	06/01 – 08/17/2017	6/22/2017 7/06/2017 7/20/2017 8/03/2017	SUMMER IC 6/01 – 8/17
Session 2 - 5 weeks	07/18 – 08/17/2017	7/20/2017 8/03/2017	SUMMER II 7/10 – 8/17
Session 3 - 5 weeks	07/10 – 08/10/2017	7/20/2017 8/03/2017	

Please be advised that if an employee is being appointed across multiple academic sessions, the Payroll Department will adjust the employee's pay to reflect the additional payments in accordance with the pay dates established above.

c: Susan Crenshaw-Jones and Patricia Ketterer