

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:              Adjunct Payroll Schedule Winter 2017 and Spring 2017

**Winter 2017**

All adjunct appointments for the Winter 2017 semester **must be accepted by the adjunct (AE status) in AEMS and submitted to Human Resources no later than December 9, 2016**. There is only one payment (1/19/17) for the Winter 2017 semester.

**Spring 2017**

The schedule below is for Teaching Adjuncts for the Spring 2017 Semester. In order to make the first payment for the Spring Semester (February 16, 2017) all Adjunct Appointment Letters must be **accepted by the adjunct (AE status) in AEMS** and submitted to **Human Resources no later than January 9, 2017**. If the appointment letter 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.

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| PAYMENT  1  2  3  4 |  | PAY DATE  02/16/17  03/02/17  03/16/17  03/30/17 |  | PAYMENT  5  6  7  8 |  | PAY DATE  04/13/17  04/27/17  05/11/17  05/25/17 |

Please be advised that this schedule will be available on the Hunter College Human Resources website under

***What’s New:***

c:       Susan Jones Crenshaw & Patricia Ketterer