

Payroll Department  
(212) 772-4097

## MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky  
Executive Director of Human Resources

DATE: July 27, 2016

RE: Adjunct Payroll Schedule Fall 2016

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### Fall 2016

The schedule below is for Teaching Adjuncts for the Fall 2016 Semester. In order to make the first payment for the Fall Semester (September 15, 2016) all Adjunct appointments must be **processed and submitted to Human Resources by August 12, 2016**. 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	09/15/16	5	11/10/16
2	09/29/16	6	11/23/16
3	10/13/16	7	12/08/16
4	10/27/16	8	12/22/16

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