

Payroll Department
(212) 772-4395

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky, Executive Director of Human Resources

DATE: November 30, 2018

RE: Payroll Schedule **Spring 2019** for
Non-Teaching Adjuncts and Adjunct CLT's

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 11, 2019**.

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

<u>Period Covered</u>	<u>Timesheets</u>		<u>Period Covered</u>	<u>Timesheets</u>	
	<u>Due in Payroll</u>	<u>Pay date</u>		<u>Due in Payroll</u>	<u>Pay date</u>
01/25 – 02/02/19	02/05/19	02/28/19	03/31 – 04/13/19	04/16/19	05/09/19
02/03 – 02/16/19	02/19/19	03/14/19	04/14 – 04/27/19	04/30/19	05/23/19
02/17 – 03/02/19	03/05/19	03/28/19	04/28 – 05/11/19	05/14/19	06/06/19
03/03 – 03/16/19	03/19/19	04/11/19	05/12 – 05/25/19	05/28/19	06/20/19
03/17 – 03/30/19	04/02/19	04/25/19	05/26 – 05/31/19	06/11/19	07/03/19

Please be advised that this schedule will be available on the Hunter College Payroll Website. <http://www.hunter.cuny.edu/hr/payroll>

c: Susan Jones Crenshaw & Courtney LeBorious