

Payroll Department
(212) 772-4395

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators
FROM: Galia Galansky, Executive Director of Human Resources
DATE: April 15, 2019
RE: PAY DATES FOR SUMMER TEACHING ADJUNCTS – SUMMER 2019

The schedule below is for Teaching Adjuncts for SUMMER 2019 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 13, 2019**
- Appointments for AEMS session II are due **June 3, 2019**

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	05/29 – 07/02/19	06/20/2019 07/03/2019	SUMMER I A 5/29 – 7/10
Session 1 - 6 weeks	05/29 – 07/10/19	06/20/2019 07/03/2019	
Session 1 - 8 weeks	05/29 – 07/24/19	06/20/2019 07/03/2019 07/18/2019	SUMMER IB 05/29 – 07/24
Session 1 - 11 weeks	05/29 – 08/14/19	06/20/2019 07/03/2019 07/18/2019 08/01/2019	SUMMER IC 05/29 – 08/14
Session 2 - 5 weeks	07/15 – 08/15/19	07/18/2019 08/01/2019	SUMMER II 07/08 – 8/15
Session 3 - 5 weeks	07/08 – 08/15/19	07/18/2019 08/01/2019	

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 Courtney LeBorious