

Payroll Department
(212) 772-4097

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky
Executive Director of Human Resources

DATE: November 30, 2018

RE: **Adjunct Payroll Schedule Spring 2019**

Spring 2019

The schedule below is for Teaching Adjuncts for the Spring 2019. In order to make the first payment for the Spring Semester, all Adjunct appointments must be **processed and submitted to Human Resources by January 11, 2019.**

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	02/14/19	5	04/11/19
2	02/28/19	6	04/25/19
3	03/14/19	7	05/09/19
4	03/28/19	8	05/23/19

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 & Courtney LeBorious