

# HUNTER

The City University of New York

Payroll Department  
(212) 772-4097

## MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky  
Assistant Vice President

DATE: November 30, 2022

RE: **Teaching Adjunct Payroll Schedule Spring 2023**

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### Spring 2023

The schedule below is for Teaching Adjuncts for the Spring 2023 semester. In order to make the first payment for the Spring 2023 semester (February 9, 2023) all adjunct appointments must be **processed and submitted to Human Resources by December 16, 2022**. If the appointment is not processed in time for the first paycheck distribution, an adjustment will be made to the subsequent payment.

If you have any questions or require additional information, please contact Susan Jones-Crenshaw at [sjonesc@hunter.cuny.edu](mailto:sjonesc@hunter.cuny.edu)

<u>PAYMENT</u>	<u>PAY DATE</u>	<u>PAYMENT</u>	<u>PAY DATE</u>
1	02/09/23	5	04/06/23
2	02/23/23	6	04/20/23
3	03/09/23	7	05/04/23
4	03/23/23	8	05/18/23

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

Thank you.

cc: Susan Jones Crenshaw & Justin Stec