Log into AEMS – you will need your Hunter Net-ID and Password

Step by Step Instruction for an Adjunct to View Work load and Submit Proposed Assignment:
1) Log into System
2) Click [Review Proposed Assignment] (on left). This will bring you into the Adjunct Employee Management Screen.
3) Choose your record for the current semester and Click [View] on far right. (Status at this point is AE).
4) Review your record and Click [Workload] on bottom to view your Work Load Information.

If your Work Load is Correct and you do NOT have any additional CUNY Adjunct Proposed Assignment. Follow Step 1. If you have any Additional CUNY Assignments, follow Step 2.

Step 1:
- Click [View/Print Workload Form]
  This will bring you to your CUNY Workload Form. This will show all your Hunter College proposed assignments.
- Review your workload.
- Click [Close Report] on Top Right.
- Click [Finish Workload]
- Click [Agree]
  This will certify that you have received and agree with the CUNY Workload Form.
- Click [Submit *] (Status will now change from AE to Dept 2 and an Email will be sent to the Chair for Workload approval.) The system will date stamp the acceptance date.
- Click [Close]
- Click [Logoff] on Left – you have completed your requirement.

Step 2:
If your Work Load is Correct and you have an Additional CUNY Adjunct Assignment:
- Click [Add a CUNY Position]
- Fill out the entire Workload Form
- Click [Save]
- Click [View/Print Workload Form]
  This will bring you to your CUNY Workload Form. This will show all your assignments both in Hunter College and in CUNY.
- Click [Close Report] on Top Right.
- Click [Finish Workload]
- Click [Agree]
  This will certify that you have received and agree with the CUNY Workload Form.
- Click [Submit *] (Status will now change from AE to Dept 2 and an Email will be sent to the Chair for Workload approval). The system will date stamp the acceptance date.
- Click [Close]
- Click [Logoff] on Left.

*Problem(with Workload and or Proposed Assignment)
- Click [Email Problem/Concern]
An Email will launch that will be sent to your Supervisor so that you can communicate the problem/concern.