

HUNTER

The City University of New York

Payroll Department
(212) 772-4097

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky, Executive Director of Human Resources

DATE: July 30, 2015

RE: Payroll Schedule Fall 2015 for
Non-Teaching Adjuncts and Adjunct CLT's

All appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians must be submitted to **Human Resources by August 24, 2015.**

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

Please be advised that this schedule will be available on the Hunter College Human Resources website under What's New:

Timesheets			Timesheets		
<u>Period Covered</u>	<u>Due in Payroll</u>	<u>Pay date</u>	<u>Period Covered</u>	<u>Due in Payroll</u>	<u>Pay date</u>
08/27-09/05/15	09/08/15	10/01/15	11/15-11/28/15	12/01/15	12/23/15
09/06-09/19/15	09/22/15	10/15/15	11/29-12/12/15	12/15/15	01/07/16
09/20-10/03/15	10/06/15	10/29/15	12/13-12/26/15	12/29/15	01/21/16
10/04-10/17/15	10/20/15	11/12/15	12/27-01/09/16	01/12/16	02/04/16
10/18-10/31/15	11/03/15	11/26/15	01/10-01/23/16	01/26/16	02/18/16
11/01-11/14/15	11/17/15	12/10/15	01/24-01/28/16	02/09/16	03/03/16