

HUNTER

The City University of New York

Payroll Department
(212) 772-4097

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman
Assistant Vice President

DATE: July 11, 2024

RE: **Teaching Adjunct Payroll Schedule Fall 2024**

Fall 2024

The schedule below is for Teaching Adjuncts for the Fall 2024 Semester. In order to make the first payment for the Fall Semester (September 5, 2024) all Adjunct appointments must be **processed and submitted to Human Resources by August 1, 2024**. 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 contact Susan Jones-Crenshaw at sjonesc@hunter.cuny.edu

<u>PAYMENT</u>	<u>PAY DATE</u>	<u>PAYMENT</u>	<u>PAY DATE</u>
1	09/05/24	5	10/31/24
2	09/19/24	6	11/14/24
3	10/03/24	7	11/27/24
4	10/17/24	8	12/12/24

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

Thank you.

c: Susan Jones Crenshaw & Justin Stec