

Payroll Department
(212) 772-4395

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators
FROM: Galia Galansky, Assistant Vice President
DATE: May 1, 2023
RE: **SUMMER TEACHING ADJUNCTS – SUMMER 2023**

The schedule below is for Teaching Adjuncts for SUMMER 2023 Semester. Assignment letters must be submitted to Human Resources via the Adjunct Employee Management System (AEMS) to comply with deadlines set by the Office of the State Comptroller.

- Appointments for AEMS Sessions IA, IB, IC are due **May 15 , 2023**
- Appointments for AEMS Session II are due **June 5, 2023**

Please note: *Late paper work may result in an employee being disproportionately taxed on their first paycheck.*

ACADEMIC SESSION	ACADEMIC PERIOD	PAY DATES	USE AEMS SESSION
Session 1 - 5 weeks	05/30 – 07/12/23	06/15/2023 06/29/2023	SUMMER I A 5/30 – 7/12
Session 1 - 6 weeks	05/30 – 07/12/23	06/15/2023 06/29/2023	
Session 1 - 8 weeks	05/30 – 07/26/23	06/15/2023 06/29/2023 07/13/2023	SUMMER IB 05/30– 07/26
Session 1 - 11 weeks	05/30 – 08/16/23	06/15/2023 06/29/2023 07/13/2023 07/27/2023	SUMMER IC 05/30 – 08/16
Session 2 - 5 weeks	07/06 – 08/09/23	07/13/2023 07/27/2023	SUMMER II 06/28 – 8/16
Session 3 - 5 weeks	07/13 – 08/16/23	07/13/2023 07/27/2023	

Please be advised that if an employee is being appointed across multiple academic sessions, the Payroll Department will adjust the employee's pay to reflect the additional payments in accordance with the pay dates established above. The above schedule will be available on the HR website:

<http://www.hunter.cuny.edu/hr/payroll/payroll>

CC: Susan Crenshaw-Jones and Justin Stec