

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators
FROM: Michelle Blackman Esq., Interim Assistant Vice President
DATE: April 19, 2024
RE: **SUMMER TEACHING ADJUNCTS – SUMMER 2024**

The schedule below is for Teaching Adjuncts for SUMMER 2024 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 13 , 2024**
- Appointments for AEMS Session II are due **June 3, 2024**

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 1 - 5 weeks	05/28 – 07/11/24	06/13/2024 06/27/2024 07/11/2024	SUMMER IA 5/28 – 7/11
Session 1 - 6 weeks	05/28 – 07/11/24	06/27/2024 07/11/2024	
Session 1 - 8 weeks	05/28 – 07/25/24	06/13/2024 06/27/2024 07/11/2024 07/25/2024	SUMMER IB 05/28– 07/25
Session 1 - 11 weeks	05/28 – 08/15/24	06/13/2024 06/27/2024 07/11/2024 07/25/2024 08/08/2024	SUMMER IC 05/28 – 08/15
Session 2 - 5 weeks	07/10 – 08/13/24	07/11/2024 07/25/2024 08/08/2024	SUMMER II 06/27 – 8/15
Session 3 - 5 weeks	07/15 – 08/15/24	07/11/2024 07/25/2024 08/08/2024	

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