

HUNTER

The City University of New York

Payroll Department
(212) 772-4395

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Galia Galansky
Assistant Vice President

DATE: November 13, 2023

RE: **Winter 2024 Teaching and Non-Teaching Adjunct Payroll Schedule**

Winter 2024 – Teaching Adjunct

All adjunct appointments for Winter 2023 semester **must be accepted by the adjunct (AE status) in AEMS and submitted to Human Resources no later than November 28, 2023.**

There are two payments: **January 11, 2024 and January 25, 2024**

Winter 2024 – Non-Teaching Adjunct

All appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians for Winter 2023 must be submitted via the Adjunct Employee Management System (AEMS) by **November 28, 2023.**

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.

Time sheet period	Time sheets	
	due in Payroll	Pay date
01/02/24 – 01/13/24	01/16/24	02/08/24
01/14/24 – 01/24/24	01/31/23	02/22/24

If you have any questions or require additional information, please email Susan Jones-Crenshaw at sjonesc@hunter.cuny.edu

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

c: Susan Crenshaw-Jones & Danielle Kolker