

# HUNTER

The City University of New York

Payroll Department  
(212) 772-4395

## MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman, Interim Assistant Vice President

DATE: November 14, 2024

RE: **Payroll Schedule Winter 2025 for  
Non-Teaching Adjuncts and Adjunct CLT's**

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### Winter 2025 – Teaching Adjunct

All adjunct appointments for Winter 2025 semester **must be accepted by the adjunct (AE status) in AEMS and submitted to Human Resources no later than November 25, 2024.**

There are two payments: **January 9, 2025 and January 23, 2025**

### Winter 2025 – Non-Teaching Adjunct

All appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians for Winter 2025 must be submitted via the Adjunct Employee Management System (AEMS) by **November 25, 2024.**

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.

<u>Time sheet period</u>	<u>Time sheets due in Payroll</u>	<u>Pay date</u>
01/02/25 – 01/11/25	01/14/25	02/06/25
01/12/25 – 01/24/25	01/28/25	02/20/25

If you have any questions or require additional information, please email Susan Jones-Crenshaw at [sjonesc@hunter.cuny.edu](mailto: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>

cc: Susan Crenshaw-Jones & Justin Stec