



University Human Resources
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TO: Human Resource Directors
FROM: James Cinquegrana, Executive Director, University Payroll Office
SUBJECT: Teaching Adjunct Payroll Dates - Fall 2023 and Spring 2024
DATE: August 16, 2023

Please find below the Fall 2023 and Spring 2024 adjunct pay schedules for senior and community colleges, with the exception of Guttman, LaGuardia and Kingsborough.

Please forward this memorandum to the department chairs, with instructions to distribute the list of pay dates to the teaching adjuncts in their respective departments and post the list of pay dates for teaching adjuncts where department notices are usually posted.

The contract pay for a teaching adjunct who commences service at the beginning of the semester should be calculated over the eight pay periods. If, despite the college's best efforts, such a teaching adjunct is not placed on payroll effective the first pay period, the contract pay is still to be divided into eight installments and the adjunct is to receive the first and second installments in the second pay period.

	Senior Colleges	Community Colleges
Fall 2023	09/07/23	09/01/23
	09/21/23	09/15/23
	10/05/23	09/29/23
	10/19/23	10/13/23
	11/02/23	10/27/23
	11/16/23	11/09/23
	11/30/23	11/24/23
	12/14/23	12/08/23
Spring 2024	02/08/24	02/02/24
	02/22/24	02/16/24
	03/07/24	03/01/24
	03/21/24	03/15/24
	04/04/24	03/29/24
	04/18/24	04/12/24
	05/02/24	04/26/24
	05/16/24	05/10/24

The following payroll dates apply to *Guttman, Kingsborough, and LaGuardia* community colleges for Fall 2023 and Spring 2024:

Fall 2023	Spring 2024
09/29/23	03/15/24
10/13/23	03/29/24
10/27/23	04/12/24
11/10/23	04/26/24
11/24/23	05/10/24
12/08/23	05/24/24
12/22/23	06/07/24
01/05/24	06/21/24

The attached document *Guidelines for Processing Teaching Adjunct Payrolls* contains CUNY best practices for ensuring a teaching adjunct is paid on the first payroll date of the semester. The college may adopt these procedures or may develop its own.

Your cooperation is greatly appreciated. Thank you.

Attachment

- c: Doriane Gloria, Senior Vice Chancellor, University Human Resources and Labor Relations
- Christina Chiappa, Vice Chancellor, Budget and Finance & Chief Financial Officer
- Steven Snyder, Associate Vice Chancellor, University Human Resources and Labor Relations
- Wil Tomlin (OSC)
- Denise Shoddy (OSC)
- Neil Matthew (NYC Office of Payroll Administration)
- Evelyn Rosario (NYC Office of Payroll Administration)
- Dean Hubbard (PSC Executive Director)
- Jeffrey Ratliff
- Shakira Smith
- Alex Bernstein
- Jerry Rothman



GUIDELINES FOR PROCESSING TEACHING ADJUNCT PAYROLLS

The colleges are responsible for adopting these procedures so that teaching adjuncts are paid as close to the first pay date as feasible; and for arranging for the payment of all past due salary amounts, including arranging for an emergency check under certain circumstances.

While practices for processing the teaching adjunct payroll may vary by college, set forth below are guidelines to facilitate the process of prompt payment of teaching adjuncts.

Guidelines

1. The Office of Human Resources forwards the list of pay dates for teaching adjuncts to the Campus Human Resources Directors, Labor Designees, Budget Directors and Business Managers.
2. It is considered best practice to designate a staff member to be responsible for monitoring the adjunct appointment process before and during the beginning of a semester. The staff member should have access to every step of the process to determine if and where there is a delay and to take action to remedy the delay.
3. Upon receiving the list of pay dates, the responsible individual should send a copy of the list to the Office of Academic Affairs/Provost's Office and all Department Chairpersons (including Summer Chairs).
4. The Office of Academic Affairs/Provosts' Offices are encouraged to begin the process of adjunct reappointments as early as possible and provide the required information to their Human Resources offices in order to meet the payroll deadlines.

The Office of Human Resources can use the mass reappointment process in CUNYfirst to streamline the process and run reports used to populate the date needed for University Payroll to place adjuncts on payroll. This is dependent upon on PAF's being received from the Office of Academic Affairs/Provost's Office in a timely manner. The Office of Human Resources will announce when the mass reappointment process for adjuncts is available to colleges for Fall 2023 appointments.

5. **Department Chairpersons must:**

- a. Submit a Personnel Action Form (PAF) or its equivalent with appropriate payroll information for each teaching adjunct in their respective departments by a date no later than a date determined by the college to permit timely delivery of the information to the Payroll Office;
- b. Distribute the list of pay dates to the teaching adjuncts in their respective departments;
- c. Post the list of pay dates for teaching adjuncts where department notices are usually posted.

6. Human Resources staff at each campus must:

- a. Review information received from the Department Chairpersons to confirm all processes are complete and submitted as necessary;
 - b. Follow-up with the Department Chairpersons if information has not been received; and
 - c. Forward information to the University Payroll Office in a timely manner to meet the payroll dates.
7. Human Resources staff shall inform the Human Resources Director and Labor Designee of any undue delay by Department Chairpersons in submitting the requested information; the Labor Designee shall advise the appropriate Dean/Provost.
8. Teaching adjuncts are scheduled to be paid in eight equal installments. In the event a teaching adjunct does not receive one or more installments on a scheduled date or dates, Campus Human Resources staff must process an adjustment for the next pay date for the entire amount of back pay due and the college must notify adjunct faculty members of the availability of an emergency check.

Questions regarding these guidelines may be referred to University_Payroll_Operations@cuny.edu.