



Office of Human Resources Management
University Shared Services
Payroll Systems, Operations and Solutions
395 Hudson Street 5th floor
New York, NY 10014

INTEROFFICE MEMORANDUM

TO : Deans, Department Chairs, Directors and Managers
FROM: Jeffrey D Ratliff, CUNY Payroll S.O.S
SUBJECT : Teaching Adjunct Payroll – Summer 2012
DATE : March 29, 2012

ADJUNCT PAYROLL – SUMMER 2012 –SESSION 1

Payroll Notice Concerning Teaching Adjuncts:

Please inform all adjunct employees of the payroll disbursement dates listed below for the **Summer 2012** term. Also, it is of the essence that Personnel Action Forms (PAFs) are submitted through the appropriate approval channels (i.e., Department Chairs & Deans, the Office of the Provost, the Human Resources Department and the Budget Office) in a sufficient amount of time to reach the Payroll Office by the **May 11, 2012** deadline, in order for Adjunct Employees to be paid on **June 14, 2012**. To meet the Payroll Office deadline, Adjunct (PAFs) Personnel Action Forms should be submitted to **Human Resources no later than May 1, 2012.**

Please post this notice where it can be read by members of the adjunct faculty, or place copies of this notice in the adjunct's mailboxes.

Paycheck Dates

Summer 1

June 14, 2012

June 28, 2012



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INTEROFFICE MEMORANDUM

TO : Deans, Department Chairs, Directors and Managers
FROM : Jeffrey D Ratliff, CUNY Payroll S.O.S
SUBJECT : Teaching Adjunct Payroll – Summer 2012
DATE : March 29, 2012

ADJUNCT PAYROLL – SUMMER 2012 –SESSION 2

Payroll Notice Concerning Teaching Adjuncts:

Please inform all adjunct employees of the payroll disbursement dates listed below for the **Summer 2012** term. Also, it is of the essence that Personnel Action Forms (PAFs) are submitted through the appropriate approval channels (i.e., Department Chairs & Deans, the Office of the Provost, the Human Resources Department and the Budget Office) in a sufficient amount of time to reach the Payroll Office by the **June 08, 2012** deadline, in order for Adjunct Employees to be paid on **July 12, 2012**. To meet the Payroll Office deadline, Adjunct (PAFs) Personnel Action Forms should be submitted to **Human Resources no later than May 29, 2012.**

Please post this notice where it can be read by members of the adjunct faculty, or place copies of this notice in the adjunct's mailboxes.

Paycheck Dates

Summer 2

July 12, 2012

July 26, 2012

August 9, 2012