



DEPARTMENT OF HUMAN
RESOURCES

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April 7, 2017

TO: Lehman College Deans, Executive Assistants, Department Chairs & Administrative Staff
FROM: Lehman College Payroll
SUBJECT: Adjunct Summer 2017 Pay Dates

In accordance with the Academic Calendar, Lehman College's Summer Sessions 2017 begin on Tuesday, May 30, 2017 and end on Friday, August 18, 2017. In order to process paychecks for the first pay date of the summer sessions, **Electronic Personnel Action Forms (ePAFs) must be approved no later than April 28th, 2017**. In most cases, the last payment will be made before the last day of class.

Corresponding pay dates for each summer session:

Four Week Summer Session I (Section A) (Monday, June 5 – Thursday, June 29)

- 06/22/2017
- 07/06/2017

Four Week Summer Session II (Section C) (Wednesday, July 12 – Wednesday, August 9)

- 07/20/2017
- 08/03/2017

Three Week Summer Session II (Section D) (Monday, July 24 – Friday, August 11)

- 07/20/2017
- 08/03/2017

Six Week Summer Session I (Section B) (Tuesday, May 30 – Tuesday, July 11)

- 06/22/2017
- 07/06/2017

Five Week Summer Session II (Section E) (Wednesday, July 12 – Wednesday, August 16)

- 07/20/2017
- 08/03/2017

Eleven Week Summer Session N (Tuesday, May 30 – Thursday, August 17)

- 06/22/2017
- 07/06/2017
- 07/20/2017
- 08/03/2017

Please note: If a salary advance is requested, a letter of explanation signed by both the Department Chair and the employee must be submitted to HR before we can begin processing the advance.

Please contact us at 718-960-8181 if you have any questions or concerns. Thank you.

