



TO: Human Resources Directors

FROM: James Cinquegrana, Executive Director, University Payroll Office,
Office of Human Resources *James Cinquegrana*

SUBJECT: Adjunct Pay Dates - Summer 2023

DATE: May 1, 2023

Please find below the paycheck dates for teaching adjuncts appointed in Summer 2023.

According to the [2023-2024 Academic Calendar](#), for all colleges, except Guttman, Kingsborough, and LaGuardia community colleges, Summer Session 2023 begins on Tuesday, May 30, 2023 and ends on Friday, August 18, 2023.

Following the Academic Calendar, the Summer Session Payroll Dates for teaching adjuncts at Senior Colleges and Community Colleges are provided in the tables below:

Senior Colleges' Pay Dates

06/15/2023
06/29/2023
07/13/2023
07/27/2023
08/10/2023

Community Colleges' Pay Dates

06/09/2023
06/23/2023
07/07/2023
07/21/2023
08/04/2023

According to the 2023-2024 Academic Calendar, the first day of classes in Summer 2023 for Guttman ([2023 Spring Term – Session II](#)), Kingsborough ([Spring 2023-Session B/Summer 2023](#)) and LaGuardia Community Colleges ([Spring Session II](#)) begin on Thursday, June 22, 2023 and classes end on Friday, August 11, 2023.

Following the Academic Calendar, the Summer Payroll Dates for adjuncts at these three colleges are provided below:

Guttman	Kingsborough	LaGuardia
07/07/2023	07/07/2023	07/07/2023
07/21/2023	07/21/2023	07/21/2023
08/04/2023	08/04/2023	08/04/2023
08/18/2023	08/18/2023	08/18/2023



The following rules shall apply to the payment of teaching and non-teaching adjuncts working in one or more summer session periods:

- All adjunct hours from the beginning of the Summer Session on May 30th through the end of the summer session(s) on August 18th are to be considered summer session. Adjuncts who are eligible for a movement in the salary schedule on July 1 should receive the appropriate rate increase as per schedule, even if the date falls within a particular summer session.
- Colleges should choose actual adjunct pay dates from the four dates listed above which most closely adhere to the college's summer session schedules. It is not necessary to use all four payroll dates or to spread the pay due any employee over four pay periods. The college should pay every employee promptly, and whenever possible, distribute the payments over at least three pay periods.
- Please advise academic department chairs and appropriate faculty of the campus specific deadlines to hire summer adjuncts and to provide all required information to campus human resources for timely payroll processing.
- Please advise academic departments to notify adjuncts of applicable pay dates.
- No employee should be paid before they have started to work.
- Colleges must ensure due diligence for completion of work assignments and attendance by adjuncts during the summer session.
- Teaching and non-teaching adjuncts may be paid in increments of one half-hour.

Please share this memo with your college's academic officers, budget directors, labor designees, and any other appropriate group who should be aware of the Summer 2023 adjunct pay dates. Your cooperation is greatly appreciated.

Please send your questions and inquiries to [University Payroll Operations@cuny.edu](mailto:University_Payroll_Operations@cuny.edu)

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