

**Office of Human Resources Management**

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**TO:** Vice Presidents of Finance and Administration

 Human Resource Directors

**FROM:** James Cinquegrana University Executive Director of Payroll

**SUBJECT:** Teaching Adjunct Payroll Dates - Fall 2020 and Spring 2021

**DATE:** July 14, 2020

Please find below the Fall 2020 and Spring 2021 adjunct pay schedules for senior and community colleges.

**Senior Colleges’ Pay Dates** **Community Colleges’ Pay Dates**

 **Fall 2020 Spring 2021 Fall 2020 Spring 2021**

 09/10/20 02/11/21 09/04/20 02/05/21

 09/24/20 02/25/21 09/18/20 02/19/21

 10/08/20 03/11/21 10/02/20 03/05/21

 10/22/20 03/25/21 10/16/20 03/19/21

 11/05/20 04/08/21 10/30/20 04/02/21

 11/19/20 04/22/21 11/13/20 04/16/21

 12/03/20 05/06/21 11/27/20 04/30/21

 12/17/20 05/20/21 12/11/20 05/14/21

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.

The following payroll dates apply to *Guttman*, *Kingsborough*, and *LaGuardia* community colleges for Fall 2020 and Spring 2021:

**Guttman CC Kingsborough CC LaGuardia CC
Fall 2020 Spring 2021 Fall 2020 Spring 2021 Fall 2020 Spring 2021**

 10/02/20 03/19/21 10/02/20 03/19/21 10/02/20 03/19/21

 10/16/20 04/02/21 10/16/20 04/02/21 10/16/20 04/02/21

 10/30/20 04/16/21 10/30/20 04/16/21 10/30/20 04/16/21

 11/13/20 04/20/21 11/13/20 04/20/21 11/13/20 04/20/21

 11/27/20 05/14/21 11/27/20 05/14/21 11/27/20 05/14/21

 12/11/20 05/28/21 12/11/20 05/28/21 12/11/20 05/28/21

 12/24/20 06/11/21 12/24/20 06/11/21 12/24/20 06/11/21

 06/25/21 01/08/21 06/25/21 01/08/21 06/25/21

Your cooperation is greatly appreciated.

c: Senior Vice Chancellor Matt Sapienza Denise Shoddy

 Senior Vice Chancellor Pamela Silverblatt Evelyn Rosario

 Vice Chancellor Doriane Gloria Neil Matthew

 Assistant Vice Chancellor Dona Roy Wil Tomlin

 Chief Academic Officers Jeffrey Ratliff

 College Budget Directors Shakira Smith

 Labor Designees Naomi Zauderer

 Brian Moulton