



TO: Vice Presidents of Finance and Administration
Human Resource Directors

FROM: Dona Roy, Interim Assistant Vice Chancellor *DR*

SUBJECT: Teaching Adjunct Payroll Dates - Fall 2019 and Spring 2020

DATE: June 17, 2019

Please find below the Fall 2019 and Spring 2020 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 2019	09/12/19	09/06/19
	09/26/19	09/20/19
	10/10/19	10/04/19
	10/24/19	10/18/19
	11/07/19	11/01/19
	11/21/19	11/15/19
	12/05/19	11/29/19
	12/19/19	12/13/19
Spring 2020	02/13/20	02/07/20
	02/27/20	02/21/20
	03/12/20	03/06/20
	03/26/20	03/20/20
	04/09/20	04/03/20
	04/23/20	04/17/20
	05/07/20	05/01/20
	05/21/20	05/15/20

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

cc: Senior Vice Chancellor Matt Sapienza	Denise Shoddy
Vice Chancellor Pamela Silverblatt	Deborah Bell
Interim Vice Chancellor Margaret Egan	Evelyn Rosario
Chief Academic Officers	Neil Matthew
College Labor Designees	Jeffrey Ratliff
Brian Moulton	Shakira Smith



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 Management forwards the list of pay dates for teaching adjuncts to the colleges' Business Manager, Labor Designees, University Payroll, and Directors of Human Resources.
2. It is considered best practice to designate one 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 by the second week of April for both Fall semester and Fall and Spring (one-year) appointments. Note that the deadline for notification of non-reappointment is May 1 and 15 respectively.
5. 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 as soon as possible. The mass reappointment process for adjuncts is available to colleges every semester by July 15, 2019 for Fall, 12/15/19 for Spring and 4/15/2020 for Summer.
6. **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.

7. **The responsible individual 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
8. The responsible individual shall inform the Labor Designee of any undue delay by Department Chairpersons in submitting the requested information; the Labor Designee shall advise the appropriate Dean/Provost.
9. 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, the responsible individual 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 UniversityPayrollOperations@cuny.edu.