By E-Mail

March 1, 2018

TO: Chief Administrative Officers

FROM: Judy Opperman

SUBJECT: Teaching Adjunct Pay Dates – Winter Session 2019

In an effort to streamline the Adjunct Payment process and to ensure that there are minimal delays in timely payments, we are proposing that both the senior and community colleges adhere to the following pay date schedule for the Winter Session (January 2 – January 23, 2019):

Pay dates are as follows:
- Senior Colleges: January 17 and January 31
- Community Colleges: January 11 and January 25

The implementation of these specific pay dates will allow the campuses as well as University Payroll to have a uniform process and
- Avoid 2-3 payments being processed for an adjunct
- Avoid a postponement / delay in the winter session payment to the first pay date in February

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

Your cooperation is greatly appreciated.

c.: Senior Vice Chancellor and Chief Financial Officer Matt Sapienza
Acting Vice Chancellor Margaret Egan
Vice Chancellor Pamela Silverblatt
Mr. Esdras Tuller
Mr. Harold Andrieux
Ms. Sahana Gupta

Chief Academic Officers
College Budget Directors
College HR Directors
College Labor Designees
Mr. Brian Moulton
Mr. Wil Tomlinson
Mr. Robin Rabii

1 Not applicable to Guttman, LaGuardia and Kingsborough Community Colleges
Ms. Denise Shoddy
Mr. Neil Matthew
Ms. Evelyn Rosario
Mr. Mohamed Hafeez
Mr. Bill Telford
Ms. Shakira Smith
Mr. Jeffrey Ratliff
Ms. Deborah Bell