

**BY E-MAIL**

April 12, 2016

TO: Human Resources Directors

FROM: Judy Opperman

RE: **Guidelines for Processing Payrolls for Non-Teaching Adjuncts and Adjunct College Laboratory Technician Series Titles**

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**GUIDELINES FOR PROCESSING PAYROLLS FOR  
NON-TEACHING ADJUNCTS AND ADJUNCT COLLEGE LABORATORY TECHNICIAN SERIES TITLES**

Colleges are responsible for adopting procedures with the goal of paying non-teaching adjuncts and Adjunct College Laboratory Technician Series employees within a reasonable time from the date of hire/appointment and any subsequent appointment.

Current practice indicates that the schedule of pay date deadlines for both the campus and University Payroll often result in the first scheduled pay date to be approximately 5-6 weeks from the date of hire, *i.e.*, non-teaching adjuncts and adjunct CLT series employees often receive their first pay check five to six weeks after the beginning of the semester or the date of hire.

The most frequent complaint is that there is inadequate communication regarding the importance of the timely submission of timesheets and the schedule of pay dates.

While practices for managing timesheet submission and processing may vary by college, set forth below are guidelines to facilitate communication with the employees and the departments.

**Guidelines**

The following best practices will ensure that the waiting time for receipt of the first pay check is minimized to the extent possible:

1. Campus HR should publish the schedule of pay dates for Non-Teaching Adjuncts and Adjunct College Laboratory Technician Series titles. The schedule must include department and campus HR deadlines for submission of timesheets, the deadlines established by University Payroll and the State/City pay dates.
2. Campus HR should have this information available on their webpage and as part of the on-line onboarding documents.

3. The schedule should be distributed to the Office of Academic Affairs/Provost's Office and all Department Chairpersons with a memo providing detailed reminders and instructions on the process of managing adjunct hires and appointments and subsequent appointments at the college. ***Special note should be made to reach out to Chairpersons, their designees (Summer Chairs) and the department administrative assistants during the winter session and the months of June, July and August.***
4. Specific attention must be directed to newly-hired adjuncts. HR Offices must work with the academic departments to ensure that **all** hiring documents, as required, are submitted in a timely manner. Chairpersons and department administrative assistants should be informed and reminded of the importance of timely submission of hiring documents and timesheets in the Office of Human Resources.
5. The Offices of Academic Affairs/Provosts' Offices are encouraged to begin the process of notification of subsequent adjunct appointments **by the second week of April** for both Fall semester and Fall and Spring (one-year) appointments. Note that the deadline for notification of appointment or non-reappointment is May 1 and 15 respectively.
6. Department Chairpersons and Supervisors/Managers should post the schedule of pay dates for non-teaching adjuncts and Adjunct CLTs where department notices are usually posted. The requirement of timely submission of timesheets for payroll processing and the time period for the process of approvals on campus prior to submission to University Payroll should be clearly communicated to the employee.
7. Campus HR should work with the academic departments and other units on campus to ensure that the approval of timesheets is done in a timely manner. This may require a review of the workflow.
8. Employees should be notified of the availability of an emergency check if, through no fault of their own, they are not paid as per the established pay date schedule.

Attachments

c: Ms. Ethelyn Clark  
Ms. Shakira Smith  
Ms. Kenyanta White  
Mr. Esdras Tulier  
Ms. Deborah Bell  
Mr. Neil Matthew  
Mr. Jeffrey Ratliff  
Vice Chancellor Matt Sapienza

Vice Chancellor Gloriana B. Waters  
Vice Chancellor Pamela Silverblatt  
Ms. Sahana Gupta  
Ms. Miriam Katowitz  
Chief Academic Officers  
College Budget Directors  
Labor Designees  
Chief Administrative Officers