


By E-Mail

October 30, 2017

TO: Chief Administrative Officers

FROM: Judy Opperman 

SUBJECT: Teaching Adjunct Pay Dates – Winter Session 2018¹

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, 2018):

Pay dates are as follows:

- Senior Colleges: January 18 and February 1
- Community Colleges: January 12 and January 26

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	Mr. Brian Moulton
	Financial Officer Matt Sapienza	Mr. Wil Tomlinson
	Vice Chancellor Gloriana B. Waters	Mr. Robin Rabii
	Vice Chancellor Pamela Silverblatt	Ms. Denise Shoddy
	Mr. Esdras Tulier	Mr. Neil Matthew
	Mr. Harold Andrieux	Ms. Evelyn Rosario
	Ms. Sahana Gupta	Mr. Mohamed Hafeez
	Chief Academic Officers	Mr. Bill Telford
	College Budget Directors	Ms. Shakira Smith
	College HR Directors	Mr. Jeffrey Ratliff
	College Labor Designees	Ms. Deborah Bell

¹ Not applicable to Guttman, LaGuardia and Kingsborough Community Colleges