By E-Mail

October 30, 2017

TO: Chief Administrative Officers

FROM: Judy Opperman

SUBJECT: Teaching Adjunct Pay Dates – Winter Session 2018

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 Financial Officer Matt Sapienza
    Financial Officer Matt Sapienza
    Vice Chancellor Gloriana B. Waters
    Vice Chancellor Pamela Silverblatt
    Mr. Esdras Tulier
    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
Ms. Denise Shoddy
Mr. Neil Matthew
Ms. Evelyn Rosario
Mr. Mohamed Hafeez
Mr. Bill Telford
Ms. Shakira Smith
Mr. Jeffrey Ratliff
Ms. Deborah Bell

1 Not applicable to Guttman, LaGuardia and Kingsborough Community Colleges