

## From the Office of Human Resources

June 14, 2018

### Prepare for Payment to Adjuncts Teaching in Fall 2018

Dear Department and Office Managers,

As a reminder and in preparation for the upcoming Fall 2018 semester, please see the adjunct pay dates below. All approved ePAFs must be submitted to the Office of Human Resources for final review and processing no later than **August 1**. Please be advised that ePAFs received after the August 1 deadline may result in employees not receiving timely payment.

In order to allow for the timely processing of these transactions, ePAFs must be submitted to each of the below business units on/or before the dates indicated:

- **Monday, June 18:** Dean's offices (Zicklin School of Business, Weissman School of Arts and Sciences, Marx School of Public and International Affairs)
- **Monday, July 2:** Office of Academic Affairs

**ePAFs submitted after the specified deadline will require that the affected adjunct be notified in writing by the department of the possible delay in payment.** Additionally, please remember to monitor the approval progress of the ePAFs submitted after the established deadlines to prevent further delay in payment.

All new hires for the Fall 2018 semester should be instructed to visit the Office of Human Resources to complete the on-boarding process as soon as possible. New employees will need to complete a series of [new hire forms](#), including the new hire CUNY application.

The Professional Staff Congress (PSC) contract provides teaching adjuncts with an additional professional hour of pay for every six hours they teach during each fall and spring semester. These hours will be populated automatically in the ePAF system after

the employee's "Assignment Information" has been entered. Therefore, if an adjunct is also proctoring an exam, those hours must also be entered in the "Final Exam" space.

Please refer to the Office of Human Resources website for [Non-Teaching Adjunct Timesheet](#) and to the PSC website for the current [Adjunct Series Salary Schedules](#).

If you have any questions, please contact Suzanne Bernfeld, adjunct coordinator, at 646-660-6616 or by [email](#).

### **Fall 2018 Paycheck Dates**

|              |              |
|--------------|--------------|
| September 13 | November 8   |
| September 27 | November 21* |
| October 11   | December 6   |
| October 25   | December 20  |

***\*This pay date falls on Wednesday, Nov. 21, in advance of the Thanksgiving holiday on Thursday, Nov. 22.***

Human Resources News is produced by Baruch's Office of Communications, Marketing & Public Affairs on behalf of the Office of Human Resources. For more information on these announcements, please email [Human.Resources@baruch.cuny.edu](mailto:Human.Resources@baruch.cuny.edu).

