

From the Office of Human Resources

March 22, 2019

Summer 2019 ePAF Submission Deadlines for Teaching and Non-Teaching Adjuncts

Dear Department and Office Managers,

For the upcoming 2019 Summer semester all teaching and non-teaching adjunct ePAFs should be submitted on or before the following dates:

Monday, April 8: Submitted to Dean's Office of each school

Thursday, May 2: Submitted to Office of Academic Affairs

Friday, May 17: Submitted to Human Resources

If ePAFs are submitted within these established timeframes, the dates of pay for teaching adjuncts will be:

June 20, 2019

July 3, 2019*

July 18, 2019

August 1, 2019

**This pay date falls on Wednesday, July 3rd, in advance of the Independence Day holiday on Thursday, July 4th.*

Please be advised that for each ePAF not fully approved with electronic submission to Human Resources on or before May 17 **your department must send a written notification to the affected adjunct, letting him or her know that there will likely be a delay in payment.** Additionally, please remember to monitor the approval progress of the ePAFs submitted after any one of the above deadlines. Corrective actions by the department may ensure submission to Human Resources on or before Friday, May 17.

Please instruct all new hires for Summer 2019 to visit the Office of Human Resources to complete the on-boarding process as soon as possible. New employees must complete a series of [new hire forms](#), including the new hire CUNY application.

Refer to the Baruch College [timekeeping system for part-time staff](#) for Non-Teaching Adjuncts timesheet submission 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 at Suzanne.Bernfeld@baruch.cuny.edu.

Regards,

Andrea Caviness

Executive Director, Office of Human Resources

Human Resources messages are 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.

BaruchCOLLEGE

CUNY