

From the Office of Human Resources

June 5, 2019

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

Dear Department and Office Managers,

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

Monday, June 10: Submitted to Dean's Office of each school

Monday, July 1: Submitted to Office of Academic Affairs

Monday, July 22: Submitted to Human Resources

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

September 12, 2019 November 7, 2019

September 26, 2019 November 21, 2019

October 10, 2019 December 5, 2019

October 24, 2019 December 19, 2019

Please be advised that for each ePAF that is not fully approved with electronic submission to Human Resources on or before Monday, July 22, **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 Monday, July 22.

Please instruct all new hires for Fall 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.

As per the Professional Staff Congress (PSC) contract, colleges provide teaching adjuncts with one additional professional hour of pay for every six hours they teach during each fall and spring semester. The ePAF system automatically adds those required additional hours to an employee's contract based on the entered Assignment Information. In order to make sure that teaching adjuncts receive all additional hours to which they are entitled, please make sure that you remember to enter any proctoring time to the space entitled "Final Exam."

Please 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](#).

Regards,

Andrea Caviness

Executive Director, Office of Human Resources

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