

From the Office of Human Resources

November 26, 2019

Spring 2020 ePAF Submission Deadline for Teaching and Non-Teaching Adjuncts

Dear Department and Office Managers,

For the upcoming Spring 2020 semester, all adjunct ePAFs should be submitted to the Office of Human Resources on or before **Monday, December 2**.

If ePAFs are submitted within this established time frame, the pay dates for teaching adjuncts will be:

- February 13, 2020
- February 27, 2020
- March 12, 2020
- March 26, 2020
- April 9, 2020
- April 23, 2020
- May 7, 2020
- May 21, 2020

Please remember to monitor the approval progress of ePAFs submitted after the above deadline to ensure timely payment to employees. In the event the ePAFs are not processed within the prescribed timeline indicated, the Office of Human Resources will notify the departments and employees that checks will be delayed.

Kindly advise all new hires for Spring 2020 to visit the Office of Human Resources to complete the on-boarding process no later than Monday, January 6, 2020, in order for new employees to receive their check on Thursday, February 13, 2020. New employees must complete a series of [new hire forms](#), including the new hire CUNY application.

Timesheets for Non-Teaching Adjuncts should be processed in [PR Assist](#).

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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