

INTEROFFICE MEMORANDUM

TO: VICE PRESIDENTS, DEANS, CHAIRS, DIRECTORS AND UNIT HEADS
FROM: Elizabeth Robinson,
OFFICE OF HUMAN RESOURCES, DIRECTOR
SUBJECT: ADJUNCT PAYROLL – FALL 2009
DATE: July 22, 2009
C: PAYROLL TEAM

Teaching Adjuncts:

Below, please find the payroll details relative to Teaching Adjunct for **Fall 2009**.

Please submit Personnel Action Forms (PAFs) for the **September 10, 2009 payroll** through the **ePAF System** in enough time for approval by the appropriate channels (i.e. Dean’s, Provost & Budget Offices) and to reach Human Resources by **August 7, 2009**.

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 automatically populated 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 Baruch Colleges' web site, <http://www.baruch.cuny.edu/hr/forms.htm#TimeSheets>, for Non-Teaching Adjuncts Timesheets and due dates and the Professional Staff Congress website, <http://www.psc-cuny.org/SalarySchedules07-10.pdf.pdf> (starting on page 9), for the current Adjunct Series Salary Schedules.

<u>Paycheck Dates</u>
September 10, 2009
September 24, 2009
October 08, 2009
October 22, 2009
November 05, 2009
November 19, 2009
December 03, 2009
December 17, 2009
December 31, 2009

Please post this notice where it can be read by members of the adjunct faculty, or place copies of this notice in the adjuncts’ mailboxes.