

INTEROFFICE MEMORANDUM

TO: VICE PRESIDENTS, DEANS, CHAIRS, DIRECTORS AND UNIT HEADS
FROM: Carolene George,
OFFICE OF HUMAN RESOURCES, DEPUTY DIRECTOR
SUBJECT: ADJUNCT PAYROLL – Spring 2010
DATE: November 5, 2009
C: PAYROLL TEAM

Teaching Adjuncts:

Below, please find the payroll details relative to Teaching Adjunct for **Spring 2010**.

Please submit Personnel Action Forms (PAFs) for the **January 28, 2010 payroll** through the **ePAF System** for approval by the appropriate channels (i.e. Dean’s, Provost & Budget Offices) and to reach Human Resources by **December 10, 2010**.

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>
January 28, 2010
February 11, 2010
February 25, 2010
March 11, 2010
March 25, 2010
April 8, 2010
April 22, 2010
May 6, 2010
May 20, 2010

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.