

INTEROFFICE MEMORANDUM

TO: VICE PRESIDENTS, DEANS, CHAIRS, DIRECTORS AND UNIT HEADS
FROM: Carolene George,
OFFICE OF HUMAN RESOURCES, DEPUTY DIRECTOR
SUBJECT: ADJUNCT PAYROLL – SUMMER 2009
DATE: March 30, 2009
C: PAYROLL TEAM

Teaching Adjuncts:

Below, please find the payroll details relative to Teaching Adjuncts for **Summer 2009**.

Please submit Personnel Action Forms (PAFs) for the **June 18, 2009 payroll** via the **ePAF System** so that all approvals can be completed by all the approvers and submitted to Human Resources no later than **May 1, 2009**.

Please note: Teaching Adjuncts are **not** entitled to an additional hour of pay during the Summer Sessions. The Professional Staff Congress (PSC) contract provides Teaching Adjuncts with an additional hour of pay for every six hours they teach during each fall and spring semester, **only**.

In addition, Teaching Adjuncts will be paid accordingly:

- Two checks for Session I
- Three checks for Session II
- Five checks for Sessions I and II

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>
June 18, 2009
July 2, 2009
July 16, 2009
July 30, 2009
August 13, 2009

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