

INTEROFFICE MEMORANDUM

TO: VICE PRESIDENTS, DEANS, CHAIRS, DIRECTORS AND UNIT HEADS
FROM: Elizabeth Robinson,
OFFICE OF HUMAN RESOURCES, DIRECTOR
SUBJECT: TEACHING ADJUNCT – FALL 2011 PAYDATES
DATE: August 04, 2011
CC: PAYROLL UNIT

Teaching Adjuncts:

Below, please find the Teaching Adjunct payroll dates for **Fall 2011 Semester.**

Please submit the electronic Personnel Action Forms (ePAFs) for the **September 22, 2011 paycheck** in enough time for approval by the appropriate channels (i.e. Dean’s, Provost & Budget Offices) and to reach the Office of Human Resources by **August 19, 2011.**

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 along with 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.

FALL 2011 - Paycheck Dates

September 22, 2011
October 06, 2011
October 20, 2011
November 03, 2011
November 17, 2011
December 01, 2011
December 15, 2011
December 29, 2011

*****Please note for the Fall 2011 Semester there will only be 8 payments instead of 9*****

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.

If any questions please contact Mr. Edwin Cabral ext. 6598 or email: edwin.cabral@baruch.cuny.edu or Ms. Maria Camilo ext. 6606 or email: maria.camilo@baruch.cuny.edu