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HUMAN RESOURCES

TO: Vice Presidents, Deans, Chairpersons, and Department Heads
FROM: Donna Katz, CEBS, SPHR, 
Acting Director, Office of Human Resources
SUBJECT: Teaching Adjunct Pay Dates – Spring 2012
DATE: Dec 5, 2011
Cc: Payroll Unit

Below, please find the Teaching Adjunct payroll dates for **Spring 2012**.

Please submit the electronic Personnel Action Forms (ePAFs) for the **February 09, 2012 payroll ePAF System** in enough time for approval by the appropriate channels (i.e. Dean's, Provost and Budget Offices) as well as reach the Office Human Resources(OHR) by **January 2, 2012**.

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.

Non-Teaching Adjunct timesheets and due dates are available at the OHR website at: <http://www.baruch.cuny.edu/hr/forms.htm#TimeSheets>. The Professional Staff Congress website, <http://psc-cuny.org/sites/default/files/SalarySchedules0710.pdf> (starting on page 9), has the current Adjunct Series Salary Schedules.

Paycheck Dates

February 09, 2012
February 23, 2012
March 08, 2012
March 22, 2012
April 05, 2012
April 19, 2012
May 03, 2012
May 17, 2012

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.