



March 17, 2020

Part time Payroll Update

To Baruch College Employees and Supervisors,

Please be advised that all hourly employees, regardless if they are able to report to work or work remotely, will be paid for the regular hours they are scheduled to work. Employees/supervisors should continue to submit timesheets for regular hours worked.

For employees that work irregular hours (tutors, non-teaching adjuncts, etc), please discuss with your department head/supervisor to determine how many hours will be submitted each week.

Timesheet approval deadlines will remain the same apart from this week (extended to Friday, 3/20/2020). Paycheck dates will continue to follow our 2019-2020 payroll calendar found at <https://www.baruch.cuny.edu/hr/documents/PartTimePayrollCalendar2019.pdf>.

Should you have any questions please email PRAssist.timeandleave@baruch.cuny.edu.

Thank you.

Office of Human Resources