ADJUNCT INSTRUCTIONAL STAFF PAYROLL DATES

Policy Id:
HR 043 - Adjunct Instructional Staff Payroll Dates

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GUIDELINES FOR PROCESSING TEACHING ADJUNCT PAYROLLS

Introduction

The colleges are responsible for adopting procedures with the goal of paying teaching adjuncts beginning with the first scheduled paydate to the extent feasible and to arrange for the payment of all amounts past due in the event an adjunct is not paid on a scheduled date. While practices for processing the teaching adjunct payroll may vary by college, set forth below are guidelines to facilitate the process.

Guidelines

1. The Office of Human Resources Management will forward the list of paydates for teaching adjuncts to the colleges' Business Managers, Labor Designees, Payroll Officers, and Directors of Human Resources (Note: If an individual at the college other than the Business Manager, Labor Designee, Payroll Officer or Personnel Officer is responsible for processing adjunct payroll information; the Labor Designee should make sure that the responsible individual has received the list of paydates for adjuncts along with a copy of these guidelines.)

2. Upon receiving the list of paydates, the Business Manager, Labor Designee, Payroll Officer, Personnel Officer or other individual to whom responsibility for processing teaching adjunct payroll information has been assigned should send a copy of the list to all Department Chairpersons with a memo instructing them to:
   a. submit a Personnel Action Form (PAF) or its equivalent with appropriate payroll information for each teaching adjunct in their respective departments by a date no later than a date determined by the college to permit timely delivery of the information to the Payroll Office;
   b. provide the names of all teaching adjuncts for whom payroll information has not been obtained and/or any course sections to which teaching adjuncts have not yet been assigned;
   c. distribute the list of paydates to the teaching adjuncts in their respective departments; and
   d. post the list of paydates for teaching adjuncts where department notices are usually posted.

3. The responsible individual should also: (a) review the information received from the Department Chairperson to determine that it is complete; (b) follow up with the forward the information to the Payroll Office (or, if the responsible individual is the Payroll Officer, timely process the information.).
4. The responsible individual shall inform the Labor Designee of any undue delay by a Department Chairperson in submitting the requested information; the Labor Designee shall advise the appropriate Dean.

5. Teaching adjuncts are scheduled to be paid in eight equal installments. In the event a teaching adjunct does not receive one or more installments on a scheduled date or dates, the responsible individual should process an adjustment for the next pay date for the entire amount of back pay due.

6. Questions regarding these guidelines may be referred to the Office of Human Resources Management, attention Ms. Patricia Stein at (212) 794-5768.

TEACHING ADJUNCT INSTRUCTIONAL STAFF PAYDATES FALL 2012 AND SPRING 2013

**Fall 2012**

**Senior Colleges**

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct paydates. The first paydate will be September 20, 2012 (payroll #12), and the final paydate will be December 27, 2012 (payroll #19).

**Community Colleges**

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct paydates. The first paydate will be September 14, 2012, and the final paydate will be December 21, 2012.

**Spring 2013**

**Senior Colleges**

During the spring semester, adjuncts shall be paid on eight (8) successive adjunct paydates. The first paydate will be February 7, 2013 (payroll #22), and the final paydate will be May 16, 2013 (payroll #3).

**Community Colleges**
During the spring semester, adjuncts will be paid on eight (8) successive adjunct paydates. The first paydate will be February 15, 2013, and the final paydate will be May 24, 2013.