HUNTER
The City University of New York

M E M O R A N D U M

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman, Assistant Vice President

DATE: July 11, 2024

RE: **Payroll Schedule Fall 2024 for**
             Non-Teaching Adjuncts and Adjunct CLT's

_____

In order for Adjuncts to receive the first payment on time, all appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians must be submitted via the Adjunct Employee Management System (AEMS) by August 1, 2024.

Non-Teaching Adjuncts and Adjunct College Laboratory Technicians are required to submit
bi-weekly timesheets, (which should reflect the total number of hours approved for the semester) via AEMS, for hours worked in accordance with the schedule below.

The dates on the timesheets must reflect the dates for the current pay period. The input and pay date schedule is below.

If you have any questions or require additional information, please contact Susan Jones Crenshaw at (212)772-4097 or sjonesc@hunter.cuny.edu

Period Covered	Timesheets Due in Payroll	Pay date	Period Covered	Timesheets Due in Payroll	Pay date
08/28 - 09/07/24	09/10/24	10/03/24	11/03 - 11/16/24	11/19/24	12/12/24
09/08 - 09/21/24	09/24/24	10/17/24	11/17 - 11/30/24	12/03/24	12/26/24
09/22 - 10/05/24	10/08/24	10/31/24	12/01 - 12/14/24	12/17/24	01/09/25
10/06 - 10/19/24	10/22/24	11/14/24	12/15 - 12/28/24	12/31/24	01/23/25
10/20 - 11/02/24	11/05/24	11/27/24	12/29 - 01/01/25	01/07/25	02/06/25

Please be advised that this schedule will be available on the Hunter College Payroll website. http://www.hunter.cuny.edu/hr/payroll/payroll

c: Susan Jones-Crenshaw & Justin Stec