

HUNTER

The City University of New York

Payroll Department
(212) 772-4395

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman, Interim Assistant Vice President

DATE: November 14, 2024

RE: **Payroll Schedule Spring 2025 for
Non-Teaching Adjuncts and Adjunct CLT's**

In order for Adjuncts to receive the first pay checks on time, all appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians must be submitted via the Adjunct Employee Management System (AEMS) by **December 16, 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 day schedule is below.

If you have any questions or require additional information, please contact Susan Jones Crenshaw at sjonesc@hunter.cuny.edu

<u>Period Covered</u>	<u>Timesheets Due in Payroll</u>	<u>Pay date</u>	<u>Period Covered</u>	<u>Timesheets Due in Payroll</u>	<u>Pay date</u>
01/25 – 01/25/25	01/28/25	02/20/25	03/23 – 04/05/25	04/08/25	05/01/25
01/26 – 02/08/25	02/11/25	03/06/25	04/06 – 04/19/25	04/22/25	05/15/25
02/09 – 02/22/25	02/25/25	03/20/25	04/20 – 05/03/25	05/06/25	05/29/25
02/23 – 03/08/25	03/11/25	04/03/25	05/04 – 05/17/25	05/20/25	06/12/25
03/09 – 03/22/25	03/25/25	04/17/25	05/18 – 05/26/25	06/03/25	06/26/25

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

cc: Susan Jones-Crenshaw & Justin Stec