

HUNTER

The City University of New York

Payroll Department
(212) 772-4097

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman, Interim Assistant Vice President

DATE: November 14, 2024

RE: **Teaching Adjunct Payroll Schedule Spring 2025**

Spring 2025

The schedule below is for Teaching Adjuncts for the Spring 2025 semester. In order to make the first payment for the Spring 2025 semester (February 6, 2025) all adjunct appointments must be **processed and submitted to Human Resources by December 16, 2024**. If the appointment is not processed in time for the first paycheck distribution, an adjustment will be made to the subsequent payment.

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

<u>PAYMENT</u>	<u>PAY DATE</u>	<u>PAYMENT</u>	<u>PAY DATE</u>
1	02/06/25	5	04/03/25
2	02/20/25	6	04/17/25
3	03/06/25	7	05/01/25
4	03/20/25	8	05/15/25

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

Thank you.

cc: Susan Jones Crenshaw & Justin Stec