Log into AEMS – you will need your Hunter Net-ID and Password

Step by Step Instruction for an Adjunct to View Work load and Submit Proposed Assignment:
1)Log into System
2) Click Review Proposed Assignment (on left). This will bring you into the Adjunct Employee Management Screen.
3) Choose your record for the current semester and Click View on far right. (Status at this point is AE).
4) Review your record and Click Workload on bottom to view your Work Load Information.

> If your Work Load is **Correct** and you do **NOT** have any additional CUNY Adjunct Proposed Assignment. Follow Step 1. If you **have** any Additional CUNY Assignments, follow Step 2.

> **Step 1:**
> - Click View/Print Workload Form
>   This will bring you to your CUNY Workload Form. This will show all your Hunter College proposed assignments.
> - Review your workload .
> - Click Close Report on Top Right.
> - Click Finish Workload
> - Click Agree
>   This will certify that you have received and agree with the CUNY Workload Form.
> - Click Submit *
>   (Status will now change from AE to Dept 2 and an Email will be sent to the Chair for Workload approval.) The system will date stamp the acceptance date.
> - Click Close
> - Click Logoff on Left – you have completed your requirement.

>   .

> **Step 2:**
> If your Work Load is **Correct** and you **have an Additional CUNY Adjunct Assignment**:
> - Click Add a CUNY Position
> - Fill out the entire Workload Form
> - Click Save
> - Click View/Print Workload Form
>   This will bring you to your CUNY Workload Form. This will show all your assignments both in Hunter College and in CUNY.
> - Click Close Report on Top Right.
> - Click Finish Workload
> - Click Agree
>   This will certify that you have received and agree with the CUNY Workload Form.
> - Click Submit*
>   (Status will now change from AE to Dept 2 and an Email will be sent to the Chair for Workload approval). The system will date stamp the acceptance date.
> - Click Close
> - Click Logoff on Left.

> *Problem(with Workload and or Proposed Assignment)
> - Click Email Problem/Concern
> An Email will launch that will be sent to your Supervisor so that you can communicate the problem/concern.