

## Memo

To: **All Adjunct Faculty**

From: **Human Resources Department**

Date November 13, 2017

Re: **Spring 2018 Pay Schedule**

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In accordance with the CUNY Guidelines for Processing Adjunct payrolls, adjuncts will be paid on eight (8) pay dates for the Spring 2018 semester. Each paycheck will be computed at one eighth (1/8) of the total semester payment for each course submitted by the department.

Listed below are the pay check dates for the teaching adjuncts for Spring 2018.

<u>Pay Dates</u>	<u>Work Period</u>	<u>Paid</u>
02/09/18	01/27 – 02/03/18	1/8 <sup>th</sup>
02/23/18	02/04 – 02/17/18	1/8 <sup>th</sup>
03/09/18	02/18 – 03/03/18	1/8 <sup>th</sup>
03/23/18	03/04 – 03/17/18	1/8 <sup>th</sup>
04/06/18	03/18 – 03/31/18	1/8 <sup>th</sup>
04/20/18	04/01 – 04/14/18	1/8 <sup>th</sup>
05/04/18	04/15 – 04/28/18	1/8 <sup>th</sup>
05/18/18	04/29 – 05/24/18	1/8 <sup>th</sup>

**\* Spring Recess: March 30 – April 8, 2018**

**\*\* Final Exams: May 17 – May 24, 2018**

If you have any questions, please contact our office at 718-518-6650.