VIA E-MAIL

November 4, 2009

TO: The Business Managers
   The Labor Designees
   The Personnel Officers
   The Payroll Officers

FROM: Raymond F. O'Brien

RE: Spring 2010 Adjunct Instructional Staff Payroll Dates

The following paydates have been established for the spring 2010 semester:

**Spring 2010**

**SENIOR COLLEGES**

During the spring semester, adjuncts shall be paid on nine (9) successive adjunct paydates. The first paydate will be January 28, 2010 (payroll #22) and the final paydate will be May 20, 2010 (payroll #4).

**COMMUNITY COLLEGES**

During the spring semester, adjuncts will be paid on nine (9) successive adjunct paydates. The first paydate will be February 5, 2010 and the final paydate will be May 28, 2010.

Please notify the appropriate personnel at your college of these dates. It is imperative that the colleges adhere to the payroll dates noted above.

Attached are guidelines developed by a committee convened to recommend “best practices” for ensuring, to the extent possible, that a teaching adjunct who commences service at the beginning of the semester is paid effective the first pay period listed for the semester. The college may adopt these procedures or may develop its own, but every effort should be made to ensure that adjunct faculty are paid promptly. The “contract pay” for a teaching adjunct who commences service at the beginning of the semester should be calculated over the nine pay periods. If, despite the college’s best efforts, such a teaching adjunct is not placed on payroll effective the
first pay period, the “contract pay” is still to be divided into nine installments and the adjunct is to receive the first and second installments in the second pay period.

Your cooperation is greatly appreciated.

Thank you.

Attachment

c: Ms. Sherry Azoulay
   Ms. Deborah Bell
   College Budget Directors
   Mr. Neil Matthew
   Ms. Minnie Curry
   Mr. Mohamed Hafeez
   Ms. Cindy Kopacz
   Vice Chancellor Ernesto Malavé
   Mr. Brian Moulton
   Vice Chancellor Gloriana B. Waters
   Vice Chancellor Pamela Silverblatt
   Mr. Robin Rabii
   Ms. Denise Shoddy
   Mr. Bill Telford
   Mr. Barry Kaufman
Guidelines for Processing the Teaching Adjunct Payroll

Introduction

The colleges are responsible for adopting procedures to ensure that teaching adjuncts are paid beginning with the first scheduled pay date and to arrange for the payment of all amounts past due in the event an adjunct is not paid on a scheduled date. While practices for processing the teaching adjunct payroll may vary by college, set forth below are guidelines to facilitate the process.

Guidelines

1. The Office of Human Resources Management will forward the list of pay dates for teaching adjuncts to the colleges’ Business Managers, Labor Designees, Payroll Officers, and Directors of Human Resources. (Note: If an individual at the college other than the Business Manager, Labor Designee, Payroll Officer or Personnel Officer is responsible for processing adjunct payroll information, the Labor Designee should make sure that the responsible individual has received the list of pay dates for adjuncts along with a copy of these guidelines.)

2. Upon receiving the list of pay dates, the Business Manager, Labor Designee, Payroll Officer, Personnel Officer or other individual to whom responsibility for processing teaching adjunct payroll information has been assigned should send a copy of the list to all Department Chairpersons with a memo instructing them to:

   a. submit a Personnel Action Form (PAF) or its equivalent with appropriate payroll information for each teaching adjunct in their respective departments by a date no later than __________ (a date determined by the college to permit timely delivery of the information to the Payroll Office);

   b. provide the names of all teaching adjuncts for whom payroll information has not been obtained and/or any course sections to which teaching adjuncts have not yet been assigned;

   c. distribute the list of pay dates to the teaching adjuncts in their respective departments; and

   d. post the list of pay dates for teaching adjuncts where department notices are usually posted.

3. The responsible individual should also: (a) review the information received from the Department Chairperson to determine that it is complete; (b) follow up with the Department Chairpersons from whom information has not been received; and (c) timely forward the information the Payroll Office (or, if the responsible individual is the Payroll Officer, timely process the information.)
4. The responsible individual shall inform the Labor Designee of any undue delay by a Department Chairperson in submitting the requested information; the Labor Designee shall advise the appropriate Dean.

5. Teaching adjuncts are scheduled to be paid in nine equal installments. In the event a teaching adjunct does not receive one or more installments on a scheduled date or dates, the responsible individual should process an adjustment for the next pay date for the entire amount of back pay due.

6. Questions regarding these guidelines may be referred to the Office of Human Resources Management, attention Raymond O’Brien at (212) 794-5386.