ADJUNCT INSTRUCTIONAL STAFF
PAYROLL INFORMATION
SPRING 2024

Questions? Please contact the Adjunct Workload Management Office at:

AWMO@citytech.cuny.edu

PAY DATES FOR SPRING 2024 SEMESTER

Thursday, February 8, 2024	**Thursday, April 4, 2024**
Thursday, February 22, 2024	**Thursday, April 18, 2024**
Thursday, March 7, 2024	**Thursday, May 2, 2024**
Thursday, March 21, 2024	**Thursday, May 16, 2024**

ADJUNCT TEACHING FACULTY PAYROLL DISTRIBUTION

Adjunct Teaching Faculty paychecks do not cover a specific time period, as Adjunct Teaching Faculty pay is calculated in a unique way. **Each paycheck represents 1/8 of the total amount for the semester**.

For example, Prof. Hotzler is scheduled for eight (8) teaching hours, which is equal **to 120 teaching payroll hours (8 contact hours X 15 weeks in the semester***).* He is also scheduled for thirty (30) office hours, bringing his total payroll hours to 150.

TEACHING HOURS TOTAL	0.00 – 14.75	15.00 – 44.75	45.00-89.75	90.00-134.75	135.00 and up
OFFICE/PROFESSIONAL HOURS*	0.00	0.00 – 2.00**	15.00	30.00	45.00

***Paid Office/Professional Hours:** Those teaching fewer than 3 contact hours receive 0-2 professional hours for the semester; those teaching 3 or more contact hours receive 15-45 office hours, out of which a small number may be designated for professional development. For more detail, please refer to the Paid Office and Professional Hours pamphlet located on the AWMO website or email AWMO@citytech.cuny.edu.*

*****Summer Session:** Based upon guidance from the university, professional hours for those teaching **fewer than three** classroom contact hours are not applicable to summer sessions.*

Since Prof. Hotzler is paid 8 times during the semester, each check is equal to 18.75 hours (150 hours / 8 paychecks = 18.75 hours). **Based on his hourly rate of $84.48 each paycheck should total $1,584.00, gross.**

NOTE: Net payments are based on specific withholdings and cannot be calculated for individuals.

ADJUNCT INSTRUCTIONAL STAFF PAYCHECKS
DIRECT DEPOSIT
For Direct Deposit enrollment, forms are available at: http://citytech.cuny.edu/ofsr/forms.aspx.
1. Complete, sign, and date the forms; then save, password protect, and email all of them directly to: InstructionalStaff@CityTech.Cuny.Edu. **Send the file password to the same address in a separate email**.
2. Remember to include a scan or picture of your voided check or authorization letter from the bank. If the account is a joint account, dated signatures from both account holders are required on page two.

PLEASE NOTE: It may take up to two pay periods (four business weeks) for a Direct Deposit request to be activated. Paychecks and paystubs are mailed directly to faculty and staff from the State Comptroller's Office in Albany, NY. Since checks and stubs are travelling via USPS, it may take up to one week from the pay date for their arrival, with potential additional delays related to the COVID-19 pandemic.