



ADJUNCT INSTRUCTIONAL STAFF PAYROLL INFORMATION

Spring 2025

**Questions? Please contact the Adjunct Workload Management Office at:
AWMO@citytech.cuny.edu**

PAY DATES FOR **SPRING 2025** SEMESTER

Thursday, February 06, 2025

Thursday, February 20, 2025

Thursday, March 06, 2025

Thursday, March 20, 2025

Thursday, April 03, 2025

Thursday, April 17, 2025

Thursday, May 01, 2025

Thursday, May 15, 2025

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.

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|----------------------------|--------------|---------------|-------------|--------------|---------------|
| 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 \$91.67 each paycheck should total \$1,718.81 gross.**

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

ADJUNCT INSTRUCTIONAL STAFF PAYCHECKS

DIRECT DEPOSIT

The direct deposit form (enrollment or changes) is available at: <http://citytech.cuny.edu/ofsr/forms.aspx> under the Instructional Staff tab.

1. Complete, sign, and date the forms. If the account is a joint account, dated signatures from both account holders are required on page two.
2. Forms should be submitted in person to Namm 301 between 9:30 a.m. and 4:30 p.m. Please be prepared to present picture identification, as University Payroll requires identity validation for direct deposit enrollment.
3. If you are unable to submit direct deposit forms in person, you may send an email to instructionalstaff@citytech.cuny.edu to inquire about available options. Keep in mind that due to validation requirements, alternate methods of direct deposit document submission may delay enrollment.

PLEASE NOTE: It may take up to two pay periods (four business weeks) for a direct deposit request or change to be activated. Paychecks and paystubs are mailed directly to faculty and staff from the State Comptroller's Office in Albany, NY