ADJUNCT INSTRUCTIONAL STAFF
PAYROLL INFORMATION
SUMMER 2024

Questions? Please contact the Adjunct Workload Management Office at:

AWMO@citytech.cuny.edu

PAY DATES FOR SUMMER 2024 SESSION

Thursday, June 13, 2024	**Thursday, July 11, 2024**
Thursday, June 27, 2024	**Thursday, July 25, 2024**
	Thursday August 8, 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 1/2 of the total amount for each summer session**.

For example, Prof. Hotzler is scheduled for two (2) teaching hours in summer session II, which is equal **to 30 payroll hours (2 teaching hours X 15 teaching days in the session***).*

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 2 times for one summer session II, each check is equal to 15 hours (30 hours / 2 paychecks = 15 hours), and will be scheduled for the third and fourth pay dates of the summer.

Based on his hourly rate of $84.48 each paycheck should total $1,267.20, gross.

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

ADJUNCT INSTRUCTIONAL PAYCHECKS

DIRECT DEPOSIT
For enrollment in 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.