



# ADJUNCT INSTRUCTIONAL STAFF PAYROLL INFORMATION *Spring 2017/1172*

**Questions? Please contact the Evening and Summer Sessions Office at:**

**EveningOfficeRL@citytech.cuny.edu**

## **PAY DATES FOR SPRING 2017 SEMESTER**

- Thursday, February 16, 2017
- Thursday, March 2, 2017
- Thursday, March 16, 2017
- Thursday, March 30, 2017
- Thursday, April 13, 2017
- Thursday, April 27, 2017
- Thursday, May 11, 2017
- Thursday, May 25, 2017

## **EXPLANATION OF 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 pay check represents 1/8 of the total payroll for the semester.

For example, Prof. Hotzler is scheduled for eight (8) teaching hours which is equal to 120 payroll hours (8 teaching hours per week X 15 weeks in the semester).

He is also scheduled for one (1) Professional/Office hour which is equal to 15 payroll hours (1 Office hour per week X 15 weeks). The Professional/Office hour only applies to those faculty members assigned to six (6) or more teaching hours.

Since Prof. Hotzler is paid eight (8) times in Spring 2017, each check is equal to 16.875 hours (135 hours / 8 paychecks = 16.875 hours per paycheck).

Based on his hourly rate of \$70.53, each paycheck should total \$1,190.19, gross.

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

**PLEASE NOTE:** Faculty who were hired after Thursday, December 22, 2016 may not receive a paycheck on the first pay date. Instead, they should receive retroactive pay in a subsequent paycheck. However, the later they were hired, the longer it will take to resolve the payroll.

Faculty who had an increase/decrease to their teaching hours after Thursday, December 22, 2016 may not receive an accurate paycheck on the first pay date. Instead, they should receive retroactive/adjusted pay in a subsequent paycheck. However, the later the changes were made, the longer it will take to resolve the payroll.

Please note that there may be an additional delay in payment for new hires/rehires who fail to submit a complete hiring packet to the Office of Faculty and Staff Relations (OFSR, Namm 301) in a timely fashion.

## **ADJUNCT INSTRUCTIONAL PAYCHECKS**

Direct Deposit forms can be found here: <http://www.citytech.cuny.edu/bursar/forms.aspx>

**PLEASE NOTE:** It may take up to two pay periods (four business weeks) for a Direct Deposit request to be activated.

Paystubs for those staff members using Direct Deposit are delivered to the Academic Department, or other office location where the staff member is assigned.

Paychecks (“live checks”) are distributed by the Office of the Bursar, NG-06 (Namm Hall, ground floor) with photo identification.