

## Evening Office Calendar for Departments/Dean's Offices – SPRING 2017 Semester

**December 15 – Deadline for all instructor assignments entered into CUNYfirst to assure on time payment. Departments submit CUNYfirst workloads and/or MMT files to Deans' Assistants. Adjunct hired after this date should be informed that they will likely not be paid the first pay period but will receive payment for both pay periods in the second pay period payment.**

**December 27 - Deans' Assistants upload MMT files generated by CUNYfirst instructor assignments to the S:drive. Spreadsheets for all adjunct faculty due to Evening Office – submitted by Deans' Assistants**

January 9 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

January 22 - Depts. confirm all Fall 2016 PAFs have been separated and all Spring 2017 adjunct CLTs and NTA PAFs have been created in PRAssist.

January 22 – Begin creating PAFs for adjunct CLTs and NTAs in PRAssist when hired.

January 30 - Evening Office supplies Spring 2017 packets ONLINE and emails to chairs

January 31 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

February 3 - Summary table of additional workload revisions from Deans' Assistants due to Evening

February 6 - Adjunct Professional Hour, Workload declaration forms and Dept. Evening Administrator appt. due to Evening Office.

February 6 - CUNY Adjunct Instructional Staff and Graduate Assistant Workload declaration forms (multiple position forms for adjuncts and GAs) due to Evening Office

February 7 - Approved adjunct CLT and NTA time sheets due in PRAssist for 1/22/17 – 2/4/17 pay period.

February 10 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

### **February 16 - First pay date for Adjunct Faculty**

February 17 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

February 21 - Approved adjunct CLT and NTA time sheets due in PRAssist for 2/5/17 – 2/18/17 pay period.

### **March 2 - Second pay date for Adjunct Faculty**

March 1 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

March 1 – January & February Faculty Service Reports due to Evening Office

March 7 - Approved adjunct CLT and NTA time sheets due in PRAssist for 2/19/17 – 3/4/17 pay period.

March 10 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

### **March 16 - Third pay date for Adjunct Faculty**

March 17 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

March 21 - Approved adjunct CLT and NTA time sheets due in PRAssist for 3/5/17 – 3/18/17 pay period.

March 24 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

March 24 - Memo reminder about re-appointment and non-reappointment letters sent by Evening Office to Chairs

**March 30 - Fourth pay date for Adjunct Faculty**

March 31 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

April 1 - Departments enter all fall 2016 books/course materials into CUNYfirst. New information added when available.

April 3 - March Faculty Service Reports due to Evening Office

April 4 - Approved adjunct CLT and NTA time sheets due in PRAssist for 3/19/17 - 4/1/17 pay period.

April 7 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

April 10 - 18 College Closed (Mon-Tues / Spring Break)

**April 13 - Fifth pay date for Adjunct Faculty**

April 18 - Approved adjunct CLT and NTA time sheets due in PRAssist for 4/2/17 - 4/15/17 pay period

April 19 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

**April 19 - Due date for Chairs to submit to the Evening Office the list of non-re-appointees with documented justification**

**April 27 - Sixth pay date for Adjunct Faculty** - Summary table of additional workload revisions from Deans' Assistants due to Evening Office (note Thursday deadline)

May 1 - April Faculty Service Report due to Evening Office.

May 2 - Approved adjunct CLT and NTA time sheets due in PRAssist for 4/16/17 - 4/29/17 pay period

**May 11 - Seventh pay date for Adjunct Faculty**

May 12 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

May 16 - Approved adjunct CLT and NTA time sheets due in PRAssist for 4/30/17 - 5/13/17 pay period.

May 19 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

**May 25 - Eight pay date for Adjunct Faculty** Summary table of additional workload revisions from Deans' Assistants due to Evening Office.

May 26 - May Faculty Service Reports due to Evening Office

May 30 - Approved adjunct CLT and NTA time sheets due in PRAssist for 5/14/17 - 5/27/17 pay period.