



ADJUNCT INSTRUCTIONAL STAFF PAYROLL INFORMATION *Summer* 2017/1176

Questions? Please contact the Evening and Summer Sessions Office at

evesummsessions@citytech.cuny.edu

PAY DATES FOR SUMMER 2017 SEMESTER

- Thursday, June 22, 2017
- Thursday, July 6, 2017
- Thursday, July 20, 2017
- Thursday, August 3, 2017

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.

ADJUNCT NON-TEACHING PAYCHECKS

If a faculty member is working non-teaching hours during the summer (advisement, research, curriculum updates, etc.) the pay rate for this work is paid out at 60% of their hourly teaching rate. Both teaching and non-teaching payroll will be combined in one check/direct deposit.

