



ADJUNCT INSTRUCTIONAL STAFF PAYROLL INFORMATION

SPRING 2022

Questions? Please contact the Adjunct Workload Management Office at:

AWMO@citytech.cuny.edu

- Thursday, February 10, 2022
- Thursday, February 24, 2022
- Thursday, March 10, 2022
- Thursday, March 24, 2022
- Thursday, April 07, 2022
- Thursday, April 21, 2022
- Thursday, May 05, 2022
- Thursday, May 19, 2022

ADJUNCT TEACHING FACULTY PAYROLL DISTRIBUTION

Adjunct Teaching Faculty paychecks do not cover a specific time, as Adjunct Teaching Faculty pay is calculated in a unique way. Each paycheck represents 1/8 of the total payroll for the semester.

For example, Prof. Hotzler is scheduled for eight (8) classroom contact hours that 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 payroll hours to 150.

TEACHING PAYROLL 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.

****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 eight (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 \$84.48 each paycheck should total \$1,584.00, gross.

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

PLEASE NOTE: Faculty who were hired and/or assigned to classes in CUNYfirst after Wednesday, December 15, 2021, may not receive a paycheck on the first pay date. Instead, they should receive multiple payments in a subsequent pay period.

Faculty who had an increase to their teaching hours after Tuesday, January 4, 2022 may not receive a complete paycheck on the first pay date.

DIRECT DEPOSIT

ADJUNCT INSTRUCTIONAL PAYCHECKS

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 from approximately 150 miles away, it may take up to one week from the pay date for their arrival, with potential additional delays related to the COVID-19 pandemic.