

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

**NOTE: Please submit any workload revisions weekly to assure timely and accurate payment**

**JULY 24 – 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.**

**JULY 25 - 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**

August 11 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

August 18 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

August 23 - Evening Office supplies Fall 2017 packets ONLINE and emails to chairs

August 23 – Begin creating PAFs for adjunct CLTs and NTAs in PRAssist when hired.

August 25 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

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

September 1 – Depts. confirm all Fall 2017 Adjunct CLTs and NTA PAFs have been created in PR Assist

September 1 - CUNY Adjunct Instructional Staff and Graduate Assistant Workload declaration forms (multiple position forms for adjuncts and GAs) due to Evening Office

September 5 - Adjunct Professional Hour, Workload declaration forms due to Evening Office.

September 5 - Approved adjunct CLT and NTA time sheets due in PRAssist for 8/20/17 – 9/2/17 pay period.

September 8 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

### **September 14 - First pay date for Adjunct Faculty**

September 15 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

September 19 - Approved adjunct CLT and NTA time sheets due in PRAssist for 9/3/17 – 9/16/17 pay period.

### **September 28 - Second pay date for Adjunct Faculty**

September 29 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

October 2 - Approved adjunct CLT and NTA time sheets due in PRAssist for 9/17/17 – 9/30/17 pay period

October 3 – August & September Faculty Service Reports due to Evening Office

October 6 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

### **October 12 - Third pay date for Adjunct Faculty**

October 17 - Approved adjunct CLT and NTA time sheets due in PRAssist for 10/1/17 – 10/14/17 pay period.

October 20 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

October 20 - Memo reminder about re-appointment and non-reappointment letters sent by Evening Office to Chairs

### **October 26 - Fourth pay date for Adjunct Faculty**

October 27 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

October 31 - Approved adjunct CLT and NTA time sheets due in PRAssist for 10/15/17 – 10/28/17 pay period.

November 3 - October Faculty Service Reports due to Evening Office

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

### **November 9 - Fifth pay date for Adjunct Faculty**

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

November 13 - Approved adjunct CLT and NTA time sheets due in PRAssist for 10/29/17 – 11/11/17 pay period

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

### **November 20 – Due date for Chairs to submit to the Evening Office requests for semester non-reappointment letters and projected spring 2018 workload hours**

**November 22 ( Wed ) – Sixth pay date for Adjunct Faculty** - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

November 23-26 – College Closed ( Thurs – Sun )

November 28 - Approve adjunct CLT and NTA time sheets due in PRAssist for 11/12/17 – 11/25/17 pay period.

December 4 – November Faculty Service Report due to Evening Office.

### **December 7 - Seventh pay date for Adjunct Faculty**

December 8 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

December 12 - Approved adjunct CLT and NTA time sheets due in PRAssist for 11/26/17 – 12/9/17 pay period.

December 15 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

December 20 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office.

### **December 21 - Eight pay date for Adjunct Faculty**

December 26 - Approved adjunct CLT and NTA time sheets due in PRAssist for 12/10/17 – 12/23/17 pay period.

December 27 - December Faculty Service Reports due to Evening Office