



ADJUNCT INSTRUCTIONAL STAFF PAYROLL INFORMATION

Spring 2018/1182

Questions? Please contact the Evening and Summer Sessions Office at

evesummersessions@citytech.cuny.edu

PAY DATES FOR SPRING 2018 SEMESTER

Thursday, February 15, 2018

Thursday, March 01, 2018

Thursday, March 15, 2018

Thursday, March 29, 2018

Thursday, April 12, 2018

Wednesday, April 26, 2018

Thursday, May 10, 2018

Thursday, May 24, 2018

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 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 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 2018, each check is equal to 16.875 hours (135 hours / 8 paychecks = 16.875 hours)

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 Friday, December 15, 2017, may not receive a paycheck on the first pay date. Instead, they should receive two payments in the second check.

Faculty who had an increase to their teaching hours after Friday, December 15, 2017 may not receive a complete paycheck on the first pay date. Instead, they should receive a retroactive payment in the second check.

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.