

Evening Office Calendar for Departments/Dean's Offices – SPRING 2018 Semester

December 10 – 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 11 - 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

December 22 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

January 5 – Summary table of additional workload revisions from Deans' Assistants due to Evening Office

January 12 – Summary table of additional workload revisions from Deans' Assistants due to Evening Office

January 19 – Summary table of additional workload revisions from Deans' Assistants due to Evening Office

January 21 - Depts. confirm all Fall 2017 PAFs have been separated and all Spring 2018 adjunct CLTs and NTA PAFs have been created in PRAssist.

January 21 – Begin creating PAFs for adjunct CLTs and NTAs in PRAssist when hired.

January 25 - Evening Office supplies Spring 2018 packets ONLINE and emails to chairs

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

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

February 5 - Approved adjunct CLT and NTA time sheets due in PRAssist for 1/21/18 – 2/3/18 pay period

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

February 15 - First pay date for Adjunct Faculty

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

February 20 - Approved adjunct CLT and NTA time sheets due in PRAssist for 2/4/18 – 2/17/18 pay period.

February 22 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

March 1 - Second pay date for Adjunct Faculty

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

March 2 – January & February Faculty Service Reports due to Evening Office

March 6 - Approved adjunct CLT and NTA time sheets due in PRAssist for 2/18/18 – 3/3/18 pay period.

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

March 15 - Third pay date for Adjunct Faculty

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

March 20 - Approved adjunct CLT and NTA time sheets due in PRAssist for 3/4/18 – 3/17/18 pay period.

March 22 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

March 22 - Memo reminder about re-appointment and non-reappointment letters sent by Evening Office to Chairs

March 29 - Fourth pay date for Adjunct Faculty

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

March 30 – April 8 College Closed (Friday – Saturday / Spring Recess)

April 2 – Departments enter all fall 2016 books/course materials into CUNYfirst. New information added when available.

April 2 - March Faculty Service Reports due to Evening Office

April 3 - Approved adjunct CLT and NTA time sheets due in PRAssist for 3/18/18 – 3/31/18 pay period.

April 5 - Summary table of additional workload revisions from Deans' Assistants due to Evening Office

April 12 - Fifth pay date for Adjunct Faculty

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

April 17 - Approved adjunct CLT and NTA time sheets due in PRAssist for 4/1/18 – 4/14/18 pay period

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

April 26– Sixth pay date for Adjunct Faculty - Summary table of additional workload revisions from Deans' Assistants due to Evening Office (note Thursday deadline)

May 1 - Approved adjunct CLT and NTA time sheets due in PRAssist for 4/15/18 – 4/28/18 pay period

May 2 – April Faculty Service Report due to Evening Office.

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

May 10 - Seventh pay date for Adjunct Faculty

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

May 15 - Approved adjunct CLT and NTA time sheets due in PRAssist for 4/29/18 – 5/12/18 pay period.

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

May 24 - Eight pay date for Adjunct Faculty Summary table of additional workload revisions from Deans' Assistants due to Evening Office.

May 25 - May Faculty Service Reports due to Evening Office

May 29 - Approved adjunct CLT and NTA time sheets due in PRAssist for 5/13/18 – 5/26/18 pay period.