# Memo

**To:** **All Adjunct Faculty**

**From:** **HUMAN RESOURCES DEPARTMENT**

**Date** **May 28, 2019**

**Re:** **Fall 2019 Pay Schedule**

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In accordance with the CUNY Guidelines for Processing Adjunct payrolls, adjuncts will be paid on eight (8) pay dates for the Fall 2019 semester. Each paycheck will be computed at one eighth (1/8) of the total semester payment for each course submitted by the department.

Listed below are the pay check dates for the teaching adjuncts for Fall 2019.

| Pay Dates | Work Period | Paid |
|-----------|-------------|------|
| 09/06/19 | 08/27 – 08/31/19 | 1/8th |
| 09/20/19 | 09/01 – 09/14/19 | 1/8th |
| 10/04/19 | 09/15 – 09/28/19 | 1/8th |
| 10/18/19 | 09/29 – 10/12/19 | 1/8th |
| 11/01/19 | 10/13 – 10/26/19 | 1/8th |
| 11/15/19 | 10/27 – 11/09/19 | 1/8th |
| 11/29/19 | 11/10 – 11/23/19 | 1/8th |
| 12/13/19 | 11/24 – 12/21/19* | 1/8th |

**\*Thanksgiving Recess: November 28 – December 1, 2019**