

HUNTER

The City University of New York

Payroll Department
(212) 772-4097

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman, Esq.
Interim Assistant Vice President

DATE: July 7, 2025

RE: **Teaching Adjunct Payroll Schedule Fall 2025**

Fall 2025

The schedule below is for Teaching Adjuncts for the Fall 2025 Semester. In order to make the first payment for the Fall Semester (September 4 , 2025) all Adjunct appointments must be **processed and submitted to Human Resources by July 24, 2025**. If the appointment is not processed in time for the first paycheck distribution, an adjustment will be made to the subsequent check.

If you have any questions or require additional information, please contact Susan Jones-Crenshaw at sjonesc@hunter.cuny.edu

<u>PAYMENT</u>	<u>PAY DATE</u>	<u>PAYMENT</u>	<u>PAY DATE</u>
1	09/04/25	5	10/30/25
2	09/18/25	6	11/13/25
3	10/02/25	7	11/26/25
4	10/16/25	8	12/11/25

Please be advised that this schedule will be available on the Hunter College Payroll website. <http://www.hunter.cuny.edu/hr/payroll/payroll>

Thank you.

c: Susan Jones Crenshaw & Justin Stec