

HUNTER

The City University of New York

Payroll Department
(212) 772-4395

Revised 12/1/25

MEMORANDUM

TO: Deans, Department Heads, Directors and Administrators

FROM: Michelle Blackman, Esq. Interim Assistant Vice President

DATE: November 18, 2025

RE: **Payroll Schedule Winter 2026 for
Non-Teaching Adjuncts and Adjunct CLTs'**

Winter 2026 – Teaching Adjuncts

All adjunct appointments for Winter 2026 semester **must be accepted by the adjunct (AE status) in AEMS and submitted to Human Resources no later than December 5, 2025.**

There are two payments: **January 8, 2026 and January 22, 2026**

Winter 2026 – Non-Teaching Adjuncts

All appointments for Non-Teaching Adjuncts and Adjunct College Laboratory Technicians for Winter 2026 must be submitted via the Adjunct Employee Management System (AEMS) by **December 5, 2025.**

Non-Teaching Adjuncts and Adjunct College Laboratory Technicians are required to submit bi-weekly timesheets, (which should reflect the total number of hours approved for the semester) via AEMS, for hours worked in accordance with the schedule below.

The dates on the timesheets must reflect the dates for the current pay period. The input and pay day schedule is listed below.

<u>Time sheet period</u>	<u>Time sheets</u>	
	<u>due in Payroll</u>	<u>Pay date</u>
01/02/26 – 01/10/26	01/13/26	02/05/26
01/11/26 – 01/24/26	01/27/26	02/19/26
01/25/26 – 01/25/26	01/27/26	02/19/26

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

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

cc: Susan Jones-Crenshaw & Justin Stec