Guidelines for Processing the Adjunct Payroll

Introduction

The colleges are responsible for adopting procedures to ensure that adjuncts are paid beginning with the first scheduled pay date and to arrange for the payment of all amounts past due in the event an adjunct is not paid on a scheduled date. While practices for processing the adjunct payroll may vary by college, set forth below are guidelines to facilitate the process.

Guidelines

1. The Office of Faculty and Staff Relations will forward the list of pay dates for adjuncts to the colleges’ Business Managers, Labor Designees, Payroll Officers, and Personnel Officers. (Note: If an individual at the college other than the Business Manager, Labor Designee, Payroll Officer or Personnel Officer is responsible for processing adjunct payroll information, the Labor Designee should make sure that the responsible individual has received the list of pay dates for adjuncts along with a copy of these guidelines.)

2. Upon receiving the list of pay dates, the Business Manager, Labor Designee, Payroll Officer, Personnel Officer or other individual to whom responsibility for processing adjunct payroll information has been assigned should send a copy of the list to all Department Chairpersons with a memo instructing them to:

   a. submit a Personnel Action Form (PAF) or its equivalent with appropriate payroll information for each adjunct in their respective departments by a date no later than __________ (a date determined by the college to permit timely delivery of the information to the Payroll Office);

   b. provide the names of all adjuncts for whom payroll information has not been obtained and/or any course section to which adjuncts have not yet been assigned;

   c. distribute the list of pay dates to the adjuncts in their respective departments; and

   d. post the list of pay dates for adjuncts where department notices are usually posted.

3. The responsible individual should also: (a) review the information received from the Department Chairperson to determine that it is complete; (b) follow up with the Department Chairpersons from whom information has not been received; and (c) timely forward the information the Payroll Office (or, if the responsible individual is the Payroll Officer, timely process the information.)

4. The responsible individual shall inform the Labor Designee of any undue delay by a Department Chairperson in submitting the requested information; the Labor Designee shall advise the appropriate Dean.
5. Adjuncts are scheduled to be paid in nine equal installments. In the event an adjunct does not receive one or more installments on a scheduled date or dates, the responsible individual should process an adjustment for the next pay date for the entire amount of back pay due.

6. Questions regarding these guidelines may be referred to the Office of Human Resources Management, attention Raymond O’Brien at (212) 794-5386.