

## Adjunct (Part-Time Instructional Staff) - Fact Sheet

### Payroll

How often will I be paid?

- During the Fall & Spring semesters, teaching Adjuncts will receive 8 payments of equal amounts over the duration of the semester. After your initial paycheck, you can expect to be compensated on a bi-weekly basis. If you opt to receive paper checks, you can contact [your campus HR](#) office for more information.

Am I eligible for direct deposit?

- Yes. To enroll please fill out the [Direct Deposit form](#). You must either attach a voided check, or take the form to your financial institution to be completed.

I cannot locate my social security card, what should I do?

- If you find that you cannot locate your social security card, you may visit any Social Security Administration location to request a new one. When you submit your request, SSA will issue a receipt as proof of that request. Please ensure that the receipt includes your name and social security number. Once you have received the receipt, please bring it to your campus HR office for employment verification. For SSA locations and other information please visit <http://www.ssa.gov>.

Too much/ too little is being deducted from my pay for taxes, how can I fix it?

- If you find that too much or not enough money is being deducted from you paycheck, you may want to review the number of exemptions you've claimed on your tax forms. It is recommended that you seek help from a trusted financial advisor. Employees may update their tax exemptions throughout the year by providing updated tax documents to our payroll office.

What if I miss a class?

- An adjunct may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in the particular session or semester. **Request for such leave, where possible, must be made in advance, in writing. The reason provided must be satisfactory to the chair person.**

### Benefits

Can I enroll in TRS?

- Yes, you may enroll in the Teachers Retirement System, providing that your current appointment is for at least 45 hours. You may only enroll in TRS when you hold a current appointment.

Am I eligible for health benefits?

- As an adjunct you are eligible for some health benefits. To be eligible, you must have completed adjunct instruction at CUNY in the two consecutive semesters immediately preceding the semester in which he/she is applying and also, be appointed for at least 90 hours in the current semester in one or a combination of CUNY schools. Please note, teaching adjuncts must work and maintain at least 6 teaching hours per week in the semester that he/she is applying for coverage and thereafter.

Am I eligible for tuition waiver or reimbursement?

- If you have taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer sessions) and who is appointed to teach not fewer than three contact hours per week in a Fall or spring semester shall be granted tuition remission for up to one course for that semester. If the course offered is at the graduate level, it shall be available on a space-available basis. Please refer to Article 29.3 in the PSC/CUNY WELFARE FUND contract for more information. Tuition waiver forms can be retrieved [here](#).

Is my enrollment into PSC/CUNY WELFARE FUND automatic?

- While payroll deductions from PSC/CUNY WELFARE FUND are automatic, enrollment as a union member is not. To be enrolled as a member, you must [submit an enrollment card](#) and returned to your campus HR office.

Am I eligible for transit benefits?

- Yes. Forms to enroll in the Wage Works, CUNY's transit benefit provider, can be located [here](#) and returned to your campus HR office.

## **Increments**

When can I expect to receive my next contractual increment?

- Pursuant to the PSC/CUNY WELFARE FUND contract, Article 24.2b, an adjunct in a teaching or non-teaching title who on July 1, shall have served six semesters University-wide over a period of the preceding three years and who has not received a movement in schedule during that period shall receive a movement in schedule to the next highest dollar amount. Increments are awarded only in the second summer session or Fall semester and not during the Spring semester.
- Pursuant to the PSC/CUNY WELFARE FUND contract, Article 24.2-2, the college shall notify each adjunct faculty of his/her title and hourly rate of pay in his/her appointment letter. If the adjunct faculty believes that the hourly rate of pay is incorrect, he/she will so notify the college's Office of Human Resources. If the adjunct notifies the college's Office of Human Resources within 30 days of the first day of the semester, any adjustment in the hourly rate of pay will be made retroactive to the first day of the semester.

## **Workload Limitations**

- Pursuant to the PSC/CUNY WELFARE FUND Contract an adjunct may be assigned up to nine (9) contact hours during the semester at one unit of the City University of New York. In addition, such adjunct may hold an appointment of **one additional course** up to six (6) hours at a second unit of The City University of New York.

- Please refer to the PSC/CUNY WELFARE FUND contract section 15.2 for more information, including that of the workload limitation of non-teaching adjuncts.

### **Employment Verification**

I submitted an Employment Verification Request, how long do I have to wait?

Requests for employment verifications will require 3-5 business days for processing. You must submit a form indicating what information you need in the letter, your contact information. You can request this information via email, but please ensure your information is clearly indicated in the email.

Employment verifications for pension purposes will require 1-2 weeks for processing.

