

From: Julie Hawk
To: [RIT Managers](#)
Subject: Important Information on Adjunct Pay Schedule
Date: Friday, November 03, 2017 11:59:58 AM
Attachments: [Adjunct offer letter - current regular faculty or staff.docx](#)
[Adjunct offer letter - new.docx](#)
[Adjunct offer letter - returning.docx](#)
[BW Pay Schedule.xlsx](#)

Dear Colleagues:

The Human Resources and Payroll departments, in conjunction with Academic Affairs, will be making a pay schedule change for adjunct faculty and staff.

Effective January 1, 2018 adjuncts will be paid on a bi-weekly basis. Adjuncts will continue to be paid as exempt employees.

The change to the bi-weekly pay schedule will allow more time for changes. In addition this will increase efficiency for payroll, human resources, and supervisors.

Important information regarding the change:

- Last semi-monthly payments will be on December 29, 2017
- Notifications will be mailed to the adjunct employee's home no later than December 1, 2017
- Offer letters have been revised to reflect the change (attached).
 - *Please note that there are offer letters for new adjuncts, returning adjuncts, and regular exempt faculty and staff that teach as an adjunct*
 - *If offer letters have already been issued to adjuncts for the spring semester, they do not need to be reissued or revised, the individual notification to each adjunct will address the payroll change.*
- Regular exempt faculty and staff that teach as adjuncts are not affected by this change, their payments will continue to be paid on the semi-monthly pay schedule
- The contract amount will continue to be divided equally over the number of pay period end dates between the start date of the appointment and the end date of the appointment (as entered into Oracle)
 - *Please note that for the spring semester, there are 9 pay periods with the first pay period end date of 1/18/18 and first pay date of 1/26/18 and the last pay period end date of 5/10/18 and last pay date of 5/18/18.*
- The pay date will be every other Friday based on the bi-weekly schedule (attached)

If you have any questions or concerns regarding this change, please contact your [HR Manager](#).

Kind regards,
Julie Hawk

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