

SPRING 2022

Spring 2022 Payroll Packet Instructions:

Dear CN Faculty member,

Attached you will find the link to your **Spring 2022 payroll packet**. These forms must be completed ONLINE and submitted back to me via email (dana.carioti@kbcc.cuny.edu) **NO LATER than February 4th, 2022**

This packet includes:

1. Spring 2022 Instructional Faculty Academic Agreement (calendar)
https://www.kbcc.cuny.edu/collegenow/documents/Calendar_Spring_2022_fillable.pdf
2. Teaching & Non-Teaching Adjunct Workload Reporting Form
<https://www.kbcc.cuny.edu/aa/documents/adjunctworkloadformsigrev51320.pdf>
3. Certification of Collection of Public Pension Funds
<https://www.kbcc.cuny.edu/collegenow/documents/CUNY210Form3.pdf>

CALENDARS:

Please review carefully as we have changed and added new information that needs to be included on the new calendar. **Instructors, you must complete every section of your calendar.** If you teach more than one course- (i.e. SD10/SD11), you must complete a separate calendar for EACH course. Program Coordinators and Counselors, we need a calendar from you with your office hours. PC's and Counselors- if you teach, we ALSO need a completed calendar from you for your course(s).

Teaching & Non-Teaching Adjunct Workload Reporting Form:

Please note, after we collect and sign this form, it is then sent to the Office of Human Resources for processing. This form is an important part in you receiving your paychecks in a timely matter. For your information:

Your Contract Title is : Adjunct Lecturer.

Semester is: SPRING 2022

Department is: College Now/Collaborative Program

You will also complete your: Non teaching hours (weekly), your course number, your course title and your teaching hours (weekly), your TOTAL number of teaching hours and total your number of non-teaching hours. It is required that you sign this document in the designated area. ****FYI: If you also teach College Now for us at another school, you must also complete the backside of this form.**

Certification of Collection of Public Pension Funds:

This form is collected on behalf of the Fringe Benefits Office. Once we receive your completed form, it will be sent directly to their office. I do not have any access to information regarding your pension decisions. If you have any questions regarding this form, you can call our fringe benefits officer, Ms. Detrice McPhatter at 718-368-6525.

If you have any questions, please do not hesitate to reach out to me directly, I am happy to assist you.

Sincerely,
Dana Carioti