

Adjunct Submission Schedule

Fall 2026

Please use the Adjunct Submission Schedule below when submitting your required information and documentation. Meeting these deadlines allows sufficient time for departmental review and processing and helps support timely payroll payment. These submission dates apply to both newly appointed and reappointed adjunct faculty.

To maximize the likelihood of receiving your first paycheck on the anticipated check date, please submit all required information and documentation by the applicable submission deadline. Submissions received after the recommended deadline may not be processed in time for the associated payroll cycle and may be included in a subsequent payroll cycle.

While every effort will be made to process appointments by the anticipated check date, payroll processing timelines cannot be guaranteed. Submitting materials by the recommended deadline provides the best opportunity for timely payment.

Required Forms: Visit https://employees.brooklyn.edu/base/requireddoc_inshourly/

Check Date	Adjunct Submission Deadline
September 3, 2026	Monday, July 20, 2026
September 17, 2026	Monday, August 3, 2026
October 1, 2026	Monday, August 17, 2026
October 15, 2026	Monday, August 31, 2026
October 29, 2026	Monday, September 14, 2026
November 12, 2026	Monday, September 28, 2026
November 25, 2026	Monday, October 12, 2026
December 10, 2026	Monday, October 26, 2026

Examples

The examples below illustrate how the recommended submission deadline corresponds to the anticipated first paycheck date.

If you would like to receive your first paycheck on:	Submit all required information and documentation by:
October 15, 2026	Monday, August 31, 2026
October 29, 2026	Monday, September 14, 2026
November 12, 2026	Monday, September 28, 2026

Example: To receive your first paycheck on October 29, 2026, all required information and documentation should be submitted by September 14, 2026. Submissions received after September 14, 2026, may not be processed in time for the October 29 payroll cycle and could be included in a later payroll cycle.

Thank you for your timely submission and cooperation.

Questions? Please contact Guadalupe.Leal@brooklyn.cuny.edu.