

To: HR Coordinators and Project Investigators

From: Division of Human Resources

Date: August 20, 2021

Re: Doctoral Student's Non-Teaching Adjunct Title NYSHIP Appointments

This memorandum provides guidance and clarification on the procedures and policies for submitting Doctoral Student's Non-Teaching Adjuncts (NTA) NYSHIP appointment paperwork and required timesheets. Please note that these NTA NYSHIP actions will not require Vacancy Review Board (VRB) approval.

It is imperative that HR receives Personnel Action Form (PAF-7) by Thursday, August 26, 2021.

-Personnel Action Form (PAF-7)- see attached

For your convenience, the fall term dates (8/25/2021 through 1/27/2022) salary and hours have been pre-filled. Please have the student fill in their demographic information. **If the grant allows a yearly appointment, it is recommended that you complete and submit a PAF-7 form for the period of 8/25/2021 through 5/24/2022 for 98 hours to avoid having to submit another PAF-7 form for the Spring 2021 term, and more importantly, to avoid any interruption in NYSHIP coverage.**

-Appointments Funded by Research Foundation:

If the appointment will be reimbursed by a Research Foundation grant, please indicate tax-levy account number 279103166 on the PAF-7's FAS line. This number should only be used if the employee's appointment is connected to a Research Foundation Grant. The grant number and the grant expiration date must be indicated in the comment section of the PAF-7 form.

-Appointments Funded by Tax Levy:

If the appointment will be charged to the department's tax-levy Temporary Services (Temp Serv) account, please indicate on the PAF-7 form the tax levy account number on the FAS line. Please verify in the Temp Services system to ensure the accounts have sufficient funds, should you have any questions regarding the tax-levy budget, please contact Ms. Eva Medina via email at emedina@ccny.cuny.edu.

Please also note the following:

- The grant number will be verified with the Provost's office to ensure that there is adequate funding and that the grant covers the whole period of the appointment.
- After the grant has been confirmed, HR will proceed with the processing and notify the PI via email when the appointment has been processed.

The Provost's office recommends that PIs keep track of the funds that they request to be encumbered so that they are aware of the balance in the grant to avoid any overcharges.

-Timesheets Required and Pay Schedule (see attached)

Once the appointment has been processed, timesheets must be submitted on a bi-weekly basis in order for the doctoral students to generate a paycheck to cover the NYSHIP health insurance premiums deductions. Timesheets must be submitted by close of business day on the due date. Failure to submit timesheets may result in a lapse of NYSHIP coverage or being placed into direct payment.

Please note since the PSC-CUNY contractual increase has been postponed until further notice, the NTA hourly rate will remain \$44.69, therefore, HR has factored this into the suggested hours on the NYSHIP revised pay schedule. The pay schedule must be followed to ensure the NYSHIP premiums are deducted and the minimum earnings are met.

Timesheets must be submitted via the Electronic Central Timekeeping Portal (e-CT)
https://portal.cuny.cuny.edu/depts/hr/timesheet_hr/signin.php

NYSHIP Student Employee Health Plan Information:

Matriculated doctoral student in a CUNY graduate program and simultaneously employed in one of the following Professional Staff Congress (PSC) represented titles will be eligible for NYSHIP:

Graduate Assistant A, B, C and D
Adjunct Instructor
Adjunct Lecturer
Adjunct College Laboratory Technician
Non-teaching Adjunct I, II

For NYSHIP eligibility, Doctoral Student's Non-Teaching Adjuncts (NTA) must earn at least \$4,122 a year (\$2,061 per semester)

- **For continuing students, a PAF-7 is only needed.**
- **If the student's title is changing from last semester, please send the PAF-7 and a [NYSHIP Change in Title form](#).**
- **For new students, a PAF- 7 and a [NYSHIP Enrollment Form](#) must be submitted to ensure NYSHIP benefits coverage begins.**

- **Special Notes:**

Unless the doctoral student opts out, summer premiums will be deducted during the Spring semester.

-Submitting documents to the new Doctoral Student NYSHIP appointment email via the secure portal:

Please submit PAF-7 forms and new hire paperwork (if applicable) and Benefits documents to the secure transfer portal : <https://securetransfer.ccny.cuny.edu/filedrop/doctoralstudentappts@ccny.cuny.edu>

Should you have any questions, please contact:
doctoralstudentappts@ccny.cuny.edu

Thank you.