

ADJUNCT ONBOARDING & RESOURCE GUIDE

OFFICE OF HUMAN RESOURCES
THE CITY COLLEGE OF NEW YORK

REVISED
05/10/2022

WELCOME TO CCNY!

*We are thrilled to have you become a part of the
CCNY family!*

*We look forward to a long and successful journey
together.*



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IMPORTANT KEY WORDS

- EMPL ID – Your employee ID number that is assigned, in lieu of your social security number, to identify you in CUNYfirst.
- N Number – Your payroll ID number that is assigned, in lieu of your social security number, to identify you in the NYS payroll system, PayServ. Any questions in regards to your N number may be addressed to Payroll Services at payrollservices@ccny.cuny.edu.
- NAC – North Academic Center - Located at the center of the campus on 138th street
- HRC – Human Resources Coordinator – Your department's liaison to HR
- PAF – Personnel Action Form

IMPORTANT KEY WORDS

- Teaching Adjunct – A part-time Instructor in a teaching capacity.
- Non-Teaching Adjunct (NTA) – A part-time employee providing professional support.
- Classroom Contact Hours – The amount of hours an Adjunct teaches per week. This is also typically referred to as “credit hours” or “teaching hours”.
 - Classroom contact hours x 15 weeks = Total Teaching hours to be paid
- Office Hours – In addition to teaching hours, office hours are paid to the Adjunct. The amount of office hours paid to an Adjunct depends on the amount of teaching hours they are assigned.

TEACHING ADJUNCT WORKLOAD LIMITATIONS

- A Teaching Adjunct is allowed to teach up to 9 classroom contact hours per week at their primary CUNY campus. (9 classroom contact hours per week x 15 = 135 total teaching hours for the semester).
 - At up to one additional campus, a Teaching Adjunct is allowed to teach up to one course of not more than 6 classroom contact hours per week. (6 classroom contact hours x 15 = 90 total teaching hours for the semester)
- If you are teaching more than one course at one campus, you may not teach more than one course at another campus in the same semester.

NON-TEACHING ADJUNCT WORKLOAD LIMITATIONS

- Non-Teaching Adjuncts can work a maximum of 700 hours per fiscal year (July 1 – June 30)
 - Spring – 225 Hours Maximum
 - Summer -175 Hours Maximum
 - Fall – 225 Hours Maximum
 - Winter – 75 hours Maximum
- Please note NTA workload limitations may vary if you have an active NTA and or Adjunct appointment within the same semester.

COMBINED ADJUNCT WORKLOAD LIMITATIONS

Total Teaching Hours	Permissible NTA Hours
If you are teaching 135 hours (Maximum)	0 Maximum NTA Hours Allowed
If you are teaching 120 hours	25 Maximum NTA Hours Allowed
If you are teaching 105 hours	50 Maximum NTA Hours Allowed
If you are teaching 90 hours	75 Maximum NTA Hours Allowed
If you are teaching 75 hours	100 Maximum NTA Hours Allowed
If you are teaching 60 hours	125 Maximum NTA Hours Allowed
If you are teaching 45 hours	150 Maximum NTA Hours Allowed
If you are teaching 30 hours	175 Maximum NTA Hours Allowed
If you are teaching 15 hours	200 Maximum NTA Hours Allowed
If you are teaching 0 hours	225 Maximum NTA Hours Allowed

ONBOARDING

- Upon being hired, your department will provide you with new hire paperwork.
- The new hire packet consists of the following documents:
 - ✓ PAF
 - ✓ Payroll Forms
 - ✓ CUNY Employment Application Part One through Four
 - ✓ CUNY Print & Sign Forms
 - ✓ Form I-9



ONBOARDING – PERSONNEL ACTION FORM (PAF)

- The PAF informs HR of what action to take.
- This document is typically completed by your department or partially completed by you.
- It includes biographical, pay, and other important information.

THE CITY UNIVERSITY OF NEW YORK
CITY COLLEGE
PERSONNEL ACTION FORM

Date _____

TYPE OF APPOINTMENT	CATEGORY	WAIVERS	SEPARATIONS	TYPE OF LEAVE	LEAVE STATUS
<input type="checkbox"/> Initial <input type="checkbox"/> Reappointment <input type="checkbox"/> Return to Duty <input type="checkbox"/> Transfer to: <input type="checkbox"/> Transfer from: <input type="checkbox"/> Salary Changes <input type="checkbox"/> Other	<input type="checkbox"/> Instructional (Annual) <input type="checkbox"/> Instructional (Hourly) <input type="checkbox"/> Civil Service <input type="checkbox"/> Non-Tax Levy <input type="checkbox"/> Provisional <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Provisional <input type="checkbox"/> Probationary <input type="checkbox"/> Tenure	<input type="checkbox"/> By Law <input type="checkbox"/> Search <input type="checkbox"/> Other	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer to <input type="checkbox"/> Retirement <input type="checkbox"/> Cancellation <input type="checkbox"/> Termination <input type="checkbox"/> Non-Reappointment <input type="checkbox"/> Temporary Provisional <input type="checkbox"/> Other	<input type="checkbox"/> Fellowship <input type="checkbox"/> Retirement/Travel <input type="checkbox"/> Temporary <input type="checkbox"/> Disability/FMLA <input type="checkbox"/> Special <input type="checkbox"/> Military <input type="checkbox"/> Leave to Serve in another title <input type="checkbox"/> SLOAC <input type="checkbox"/> Other	<input type="checkbox"/> With Pay <input type="checkbox"/> Without Pay <input type="checkbox"/> With Increment <input type="checkbox"/> Without Increment <input type="checkbox"/> With Pension <input type="checkbox"/> Without Pension

Name _____ Dept. _____
Home Address _____ Payroll Title _____
Home Telephone _____ Functional Title _____
Social Security # _____ Position # _____
Date of Birth _____ FAS # _____
Emergency Contact _____ I-9 Form _____
Relationship (optional) _____ Dept. Supervisor _____
Effective Date: From _____ To _____ Employee Ext. _____ CCNY E-Mail _____
Salary _____ Per Year ☐ Per Hour ☐ # of Hours _____ Work Location: BLDG _____ Room # _____
Professional Hours _____ Total Hours _____

Gender: ☐ Decline to Self-Identify ☐ Female ☐ Gender Non-Conforming ☐ Male ☐ Non-Binary ☐ Transgender
Ethnic Background: ☐ American Indian ☐ Black ☐ Asian/Pacific Islander ☐ White ☐ Hispanic ☐ Hispanic/P.R. ☐ Italian American
U.S. Citizen: ☐ Yes ☐ No
Resident Alien: ☐ Visa Type _____ Country of Birth _____
Veteran Status: ☐ Yes ☐ No

HIGHEST DEGREE _____ MAJOR _____ DATE _____ INSTITUTION _____
Currently a matriculated CUNY Student: ☐ Graduate ☐ Undergraduate ☐ No
If yes, College or Unit _____ Program _____
☐ Full Time ☐ Part Time
Concurrent CUNY employment: ☐ Yes ☐ No
If yes, Title: _____ Department: _____ College: _____
Prior City Service (including CUNY) ☐ Yes ☐ No
Retired from City Service (New York City or New York State) ☐ Yes ☐ No (if yes, attach details)

Print/Type Name: _____ Date _____
PERSONNEL OFFICE/DEAN
Signature: _____ Date _____
SIGNATURE
BUDGET DIRECTOR/DEAN
Signature: _____ Date _____
Comments: _____

Rev. 6/13/2021

ONBOARDING – PAYROLL FORMS

- Payroll Forms include the IRS Form W-4, NYS IT-2104, and a Direct Deposit form.
- W-4 – Federal Tax Withholding Form
- IT-2104 – NY State Tax Withholding Form
- Direct Deposit Form – The form needed to have your paycheck direct deposited into your bank account. This form MUST be submitted along with a copy of a voided check or a Direct Deposit Authorization Form from your bank.
- If you require any assistance with completing a tax withholding form, you must consult a tax professional.

The image displays three essential payroll forms for New York State employees. On the left is the IRS Form W-4, 'Employee's Withholding Certificate', which includes sections for personal information, marital status, and withholding allowances. In the center is the NYS Form IT-2104, 'Employee's Withholding Allowance Certificate', which details state and local tax withholding allowances. On the right is the 'DIRECT DEPOSIT FORM FOR NYS EMPLOYEES', which is used to authorize direct deposit of paychecks into a bank account. The forms are presented as a reference for onboarding new employees.

ONBOARDING – CUNY NEW HIRE APPLICATION PART I THROUGH 4

- The CUNY New Hire Application consists of four parts that must be completed and signed.
- Part 1 – Educational and Professional Background
- Part 2 – Confidential Criminal Background
- Part 3 – Public Service Certifications and Pension/Retirement Benefits
- Part 4 – Additional Licenses and Certifications

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART ONE

Last Name: _____ First Name: _____
College: _____ Department: _____

Check here if you are a CUNY Doctoral Student: ☐

Important Notice to Applicants

Our Commitment to Diversity
Diversity and inclusion are core values of The City University of New York (CUNY or The University). We believe adherence to these values creates an environment that best allows our students, faculty and staff to learn, work and succeed. As a University, we strive to respect differences, but more importantly, we work to leverage the talents of all members of the University community in order to foster academic and administrative excellence. These values must be a part of our plans to learn and work.

Notice of Non-Discrimination
It is the policy of the University applicable to all colleges and units to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discrimination on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, disease, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence (including past offenses, unemployment status, language or limited status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city law. This policy is set forth in CUNY's Policy on Equal Opportunity and Non-Discrimination.

CUNY's Policy on Sexual Harassment prohibits all forms of sexual misconduct, including sexual harassment, gender harassment and sexual violence.

It is also the University's policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or child birth related medical conditions, and victims of domestic violence (including past offenses).

Inquiries or complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination should be submitted to the College's Chief Diversity Officer. Inquiries or complaints relating to CUNY's Policy on Sexual Harassment, or about sexual discrimination, should be addressed to the College's Title IX Coordinator or to the Office for Civil Rights of the United States Department of Education.

Disability Accommodation Available for Applicants
If you require an accommodation for a disability in order to participate in the selection process, please contact the College's Office of Human Resources.

City Aid
CUNY complies with the City Aid System of each college's Human Resources Program, which includes security policies and crime statistics, are available in the Office of Public Safety and on each campus' website.

Rev. 11/2020 CUNY Employment Application Part One 1

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART TWO
POST CONDITIONAL OFFER OF EMPLOYMENT

This form should be completed only after a conditional job offer has been made.

Last Name: _____ First Name: _____
College: _____ Department: _____
Position: _____ Check here if you are a CUNY Doctoral Student: ☐

Post Conditional Offer Verifications and Checks

Employment Eligibility and Identity Requirements
Newly hired employees must complete Section 1 of the Civil, of Homeland Security/U.S. Citizenship & Immigration Services (H-1B) no later than the first day of employment. CUNY is required to verify evidence of identity and employment authorization within 1 business day of the employee's first day of employment.

Verification of Credentials
Academic and professional credentials, as submitted in CUNY Employment Application Part I, will be verified by the college.

Criminal Background Check
As a condition with a conditional offer of employment, you must provide criminal background information. For some positions, a criminal history report may also be required. CUNY will consider your criminal history in accordance with Article 23-A of the New York State Correction Law.

A conviction report will not necessarily disqualify you from the position for which you are applying. However, failure to provide truthful responses will, when discovered, automatically result in the withdrawal of the conditional offer of employment or your termination, if employment.

Before any adverse action is taken based on a previous criminal conviction, CUNY will:

- Provide a written Article 23-A analysis to the candidate as a form determined by the New York City Commission on Human Rights (NYCCHR), together with any and all supporting information and documents which formed the basis and reasons for the adverse action; and
- After providing the candidate with the required documentation, allow him or her at least three business days to respond and, during that time, hold the position open for the candidate.

Credit History Check, Medical Certification, Medical Examination, Drug Screening, and Physical Ability and Vision Assessment
For some positions, a credit history, medical certification, medical examination, drug test, and/or physical ability and vision assessment may be required as a condition of employment. CUNY processes all information per applicable laws.

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THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART THREE
CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS

Under the New York State Retirement and Social Security Law, retirees collecting a pension from New York State or New York City cannot (with certain exceptions) work at the University and continue to collect their pension. Accordingly, The City University of New York requires individuals seeking University employment to disclose their public employment and pension plan eligibility for the purpose of establishing eligibility for employment. An employee who fails to disclose such information will be subject to appropriate action, which may include disciplinary action to terminate their employment and/or suspension or termination of the retiree's public pension benefits.

New Hirees who are under age 65 and are collecting a pension may receive an annual income of up to \$30,000 (70% of pension only). In a position in public employment without disclosure of their pension benefits:

1. Candidates for employment must submit this form at the time of hire, prior to any employment.
2. All full-time and part-time employees are responsible for submitting this form, should their status change.
3. Subjects who are not new must submit this form every semester in which their employment continues.

Last Name: _____ First Name: _____ Middle Initial: _____
College: _____ Department: _____
Contract Type: _____ Full Time: _____ Part Time: _____

Current Positions in Public Service (Since 1/1/2007 OR 1/1/2008)

☐ I am not currently working for another public service agency, organization or jurisdiction funded by New York City or New York State, nor have I worked at any entity during the calendar year.

☐ I am now working for another public service agency, organization or jurisdiction funded by New York City or New York State.

Name of Employer: _____

☐ I am a retirement covered official of New York State.

☐ I am a New York State legislative employee.

☐ I am a member of the New York State Legislature.

☐ I am a New York State officer or employee (other than CUNY employee) and I receive compensation other than on a per diem basis.

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THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART FOUR
LICENSE OR PROFESSIONAL REGISTRATION VERIFICATION

LICENSES AND PROFESSIONAL REGISTRATIONS MAY BE REQUIRED FOR CERTAIN TITLES

CANDIDATES FOR EMPLOYMENT WHO ARE REQUIRED TO HAVE A CURRENT LICENSE OR PROFESSIONAL REGISTRATION MUST SUBMIT THIS FORM AT THE TIME OF HIRE, PRIOR TO ANY APPOINTMENT. CURRENT LICENSE OR REGISTRATION MAY BE REQUIRED.

EMPLOYEES ARE RESPONSIBLE FOR MAINTAINING CURRENT LICENSE (PROFESSIONAL REGISTRATION AND MUST UPDATE THEIR RECORDS IN THE OFFICE OF HUMAN RESOURCES).

Last Name: _____ First Name: _____ Middle Initial: _____
College: _____ Department: _____
Contract Title: _____ Full Time: _____ Part Time: _____
Date: _____

Name of License/Registration: _____
Name of Issuing Agency: _____
License Number: _____ Date Issued: _____ Exp. Date: _____
Date Last Renewed: _____ Renewal #: _____ Exp. Date: _____

Have you ever had this license, certificate or permit suspended or revoked? Yes ☐ No ☐

If yes, provide details: _____

Name of License/Registration: _____
Name of Issuing Agency: _____
License Number: _____ Date Issued: _____ Exp. Date: _____
Date Last Renewed: _____ Renewal #: _____ Exp. Date: _____

Have you ever had this license, certificate or permit suspended or revoked? Yes ☐ No ☐

If yes, provide details: _____

ONBOARDING – CUNY PRINT & SIGN FORMS

- The CUNY Print & Sign forms consist of the following:
 - Personal Data Form
 - Emergency Contact Information
 - Statement of Citizenship
 - Emergency Evacuation Assistance
 - Voluntary Self-Identification for Employees
 - Veteran Status
 - Voluntary Self-Identification of Disability
 - Orientation for IT Security
 - Oath Upon Appointment
 - CUNY Policy Checklist
 - Authorization to Release Reference Information



ONBOARDING – FORM I-9

- Form I-9 verifies your identify and your authorization to work.
- Page 1 must be completed by you, the employee.
- Page 2 must be completed by your Department HRC
- Page 3 is the List of Acceptable Documents you may present to your Department HRC to verify your identity and your authorization to work.

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employees **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1: Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) First Name (Given Name) Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statement in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States.
☐ 2. A noncitizen national of the United States (See instructions).
☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number).
☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy).

Some aliens may write "NA" in the expiration date field. (See instructions).

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

Signature of Employee _____ Today's Date: _____

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee. (Fields below must be completed and signed when preparer(s) and/or translator(s) assist an employee. I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of knowledge the information is true and correct.)

Signature of Preparer or Translator _____
Last Name (Family Name) First Name (Given Name)
Address (Street Number and Name) City or Town

Form I-9 10/21/2019

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

Section 2: Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1 Last Name (Family Name) First Name (Given Name) MI Citizenship/Immigration Status

Identify and Employment Authorization OR List B Identify AND List C Employment Authorization

Document Title Document Title Document Title
Issuing Authority Issuing Authority Issuing Authority
Document Number Document Number Document Number
Expiration Date (if any) (mm/dd/yyyy) Expiration Date (if any) (mm/dd/yyyy) Expiration Date (if any) (mm/dd/yyyy)

OR (See Section 2.1.1 in the instructions for this form)

used the document(s) presented by the above named employee, to the employee named, and (3) to the best of my knowledge the (See instructions for exemptions)

Authorized Representative Employee's Business or Organization Name
City or Town State ZIP Code

(Signed by employer or authorized representative.)
Middle Initial (if applicable) Date (mm/dd/yyyy)

(provide the information for the document or receipt that establishes
vot Number Expiration Date (if any) (mm/dd/yyyy)

This employee is authorized to work in the United States, and if listed appear to be genuine and to relate to the individual.
(S) (S) Name of Employer or Authorized Representative

Page 2 of 3

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be **UNEXPIRED**.
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-796)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
a. Foreign passport and
b. Form I-94 or Form I-94A that has the following:
(1) The same name as the passport, and
(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B
Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
(1) NOT VALID FOR EMPLOYMENT
(2) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
(3) VALID FOR WORK ONLY WITH INS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019

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YOU'VE COMPLETED AND SUBMITTED ALL OF
YOUR ONBOARDING PAPERWORK,

NOW WHAT?



EMAIL, CUNYFIRST (CF) & BLACKBOARD ACCESS

- Once your Onboarding Paperwork is processed, your CUNYfirst and email accounts will be created.
- IT will notify your supervisor of your email address and CUNYfirst EMPL ID, which is required to access your CF and Blackboard accounts.
- Your supervisor will provide you with your email address and CF EMPL ID.



ACTIVATE YOUR EMAIL ACCOUNT

- All official CCNY communications will be sent to your CCNY email account.
- You must activate your email account in order to begin using it.
- To activate your email account, visit <https://www.ccny.cuny.edu/it/e-mail> , under Faculty/Staff click 'Activate Account'
- On the following page, select Option A to activate your email account.
- You will then be prompted to enter your personal information and a new password.
- Once completed, your email account will be activated.

Faculty and Staff Password Reset

Select One of Two Options Below:

CUNY School of Medicine users [here](#)

Option A

Choose this option if:

- › You need to activate your email account

OR

- › Forgot your password and need to reset it
- › Want to look up your EMPLID and/or email address

Select >

Option B

Choose this option if:

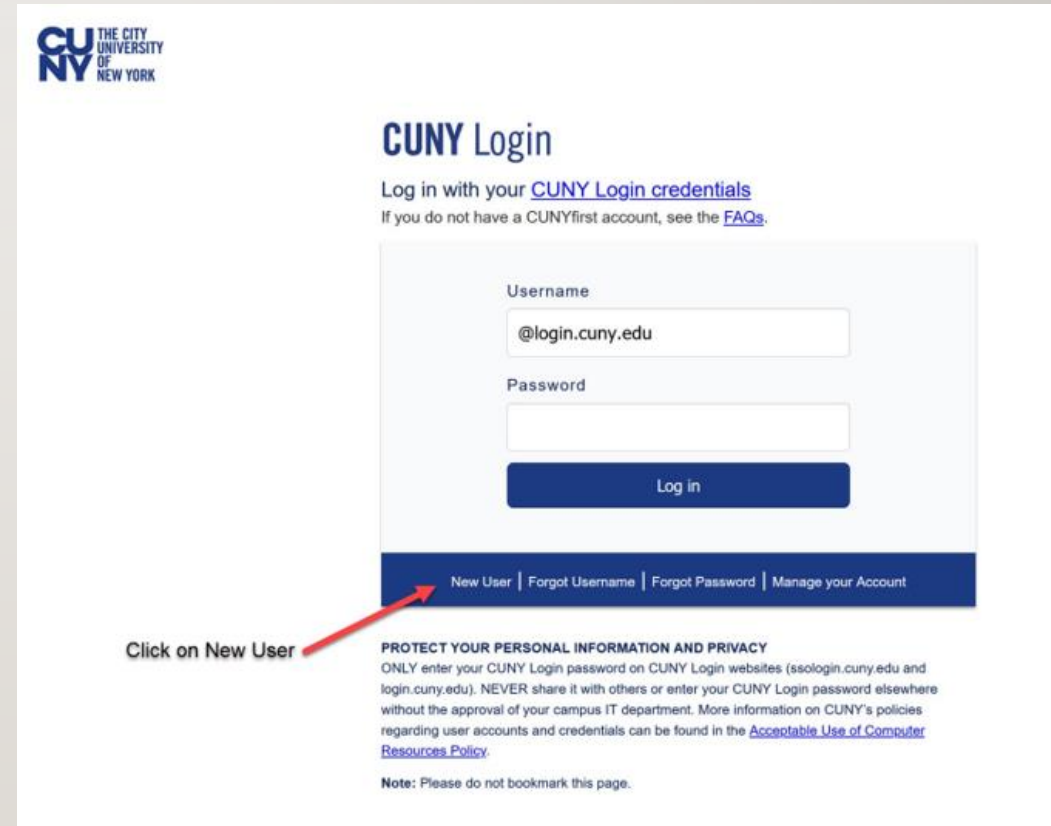
- › You know your password and would like to change it or
- › Want to test your password or

Select >

Click on Option A to activate your email account

CLAIM YOUR CUNYFIRST ACCOUNT

- To begin using CUNYfirst and Blackboard you must first claim your CF account.
- To claim your CF account, go to <https://home.cunyfirst.cuny.edu/> .
- On the Login page, click 'New User'
- You will then be prompted to enter your personal information and a new password.
- Once completed, your CUNYfirst account will be activated.



The screenshot shows the CUNY Login page. At the top left is the CUNY logo. The main heading is 'CUNY Login'. Below it, text says 'Log in with your [CUNY Login credentials](#). If you do not have a CUNYfirst account, see the [FAQs](#).' The login form has two input fields: 'Username' with the text '@login.cuny.edu' and 'Password'. Below the fields is a blue 'Log in' button. At the bottom of the form is a dark blue bar with links: 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'. A red arrow points from the text 'Click on New User' to the 'New User' link. Below the login form, there is a section titled 'PROTECT YOUR PERSONAL INFORMATION AND PRIVACY' with a disclaimer about password security and a link to the 'Acceptable Use of Computer Resources Policy'. A note at the bottom says 'Note: Please do not bookmark this page.'



PAYROLL

- Payments are produced by the NYS Office of the State Comptroller.
- We strongly encourage submitting your new hire paperwork early to your department HRC to avoid any delays in your first paycheck.
- Your first paycheck will be mailed to the home address indicated on your PAF and is expected to arrive on or close to the day your paycheck is due.
- For subsequent payments, we strongly encourage you to enroll in Direct Deposit to avoid any paychecks becoming lost in transit. Please note that check replacements may take 6-8 weeks.
- Paystubs are mailed to your home address on or close to the day your direct deposit is due.
- For information on understanding your payroll documents visit https://web.osc.state.ny.us/payroll/files/gettingpaid_2013.pdf .
- For any additional questions regarding your payroll, please contact payrollservices@ccny.cuny.edu.

NEW YORK STATE PAYROLL ONLINE

CUNY employees on New York State payroll can now access New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on the New York State payroll to access pay stubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account via CUNYFirst.

How to submit the request via CUNYfirst to activate the NY.gov account:

- Log into CUNYfirst - After logging in, select the following:
- **Human Capital Management** from the CUNYfirst homepage menu.
- Click on top center drop down menu and click on **Employee Self Service**
- Select **Other Employee Tasks** (1). From the left hand side menu, select **New York State Payroll Online**.
- Review the content under **New York State Payroll Online (NYSPO) – NY.gov Account Activation Request**. To submit your request, select the **check-box** confirming that you've read the content and **Submit**.

After you formally submit your request in CUNYfirst, your NY.gov account is estimated to be activated within 15-20 business days. After your NY.gov account is officially activated, a confirmation message will be sent to your primary business email address in CUNYfirst with additional instructions on how to verify your identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYfirst, you will experience issues accessing NYSPO. Additionally, if you have existing NY.gov accounts for previous/other NYS organizations, you will need to request an additional NY.gov account via this process to view your CUNY-pay information.

For additional information and New York State Payroll Online (NYSPO) resources, please visit <https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a0a2bc-00fb> . For inquiries pertaining to NYSPO to, please contact University Payroll Security at University_Payroll_Security_Adm@cuny.edu.

PAYROLL – TEACHING ADJUNCT

- Teaching Adjuncts are paid biweekly as follows:
 - Fall – 8 payments beginning typically early September
 - Winter – 2 payments beginning typically mid January
 - Spring – 8 payments beginning typically early February
 - Summer
 - Summer X – Four payments beginning typically mid June
 - Summer 1 – 2 payments beginning typically mid June
 - Summer 2 – 2 payments beginning typically mid July
 - Summer 3 – 1 payment typically typically late August

PAYROLL – TEACHING ADJUNCT

Teaching Adjuncts are not paid based on timesheets but instead, receive a fixed amount based on how many total hours are being worked multiplied by their hourly rate.

- **Gross (Pre-tax) Earnings = Total Hours x Hourly Rate**
 - **Total Hours** = Total Teaching Hours + Total Office Hours
 - Total Teaching Hours = Classroom contact hours per week x 15
 - Total Office Hours assigned are based on how many hours you are teaching
 - ❑ 1-44 total teaching hours = 2 total office hours
 - ❑ 45-89 total teaching hours = 15 total office hours
 - ❑ 90-134 total teaching hours = 30 total office hours
 - ❑ 135+ total teaching hours = 45 total office hours
- Example: **60 Total hours** (45 total teaching hours + 15 total office hours) x **\$91.67 = \$5500.20 in Gross Earnings**

PAYROLL – NON-TEACHING ADJUNCT

- Non-Teaching Adjuncts (NTA) are paid biweekly through the submission of their new hire paperwork **and** timesheets.
- In order to receive a payment, new hire paperwork and timesheets must be submitted to HR.
- Once HR reviews and processes your NTA new hire paperwork, timesheet instructions will be sent to your CCNY email address.
 - Adherence to the timesheet instructions and submission deadlines are critical in order to receive payments on the scheduled dates.
 - The pay schedule is included in the timesheet instruction email.

NON-TEACHING ADJUNCT TIMEKEEPING

- In order to submit timesheets, please follow the steps below:
 - Log in to the Central Timekeeping Portal at https://portal.ccny.cuny.edu/depts/hr/timesheet_hr/signin.php with your CCNY staff email login credentials
 - Fill in the following information on your timesheet: Title, Department, Hourly Rate and Supervisor. All of this information can be found in your timesheet instruction email that will be sent to your CCNY email address.
 - Inquiries in regards to your timesheets and your payments may be directed to Timeandleave@ccny.cuny.edu .

ACCESSING CAMPUS



ACCESSING CAMPUS *CUNY MANDATE*

- All faculty (full or part-time) must be fully COVID-19 vaccinated as a condition of employment.
- Vaccination exemptions may be considered through the University's Reasonable Accommodation Process.
- For more information, please email HR at humanresources@ccny.cuny.edu .

ACCESSING CAMPUS COVID-19 VACCINATION VERIFICATION

- Employees are required to upload their COVID-19 vaccination information in CUNYfirst.
- To begin the process, you will need your vaccination card and NYS Excelsior Pass information (if applicable)
- To upload your vaccination information log into CUNYfirst and click on the Vaccination Verification link on the CUNYfirst menu.
- Follow the instructions on the Vaccination Verification page to complete the upload
- For more information about the Vaccination Verification process visit https://cunyithelp.cuny.edu/sp?id=kb_article_view&sys_kb_id=9b2f65cb1b75b85014a8c99fd4bcb9c

ACCESSING CAMPUS *CLEARED4 CUNY ACCESS PASS*



- A Cleared4 CUNY Access Pass is required to access campus buildings. You must present your Access Pass to the Public Safety Officer at the entrance of every building you access on campus.
- You will receive a “Welcome to Cleared4” email from no-reply@cleared4work.com with a personal link. Click this link to register on the Cleared4 platform and to access your pass.
- Once registered, to access your pass at any time navigate to your personal link from the registration email.
- For more information about registering for your Cleared4 CUNY Access Pass visit https://cunyithelp.cuny.edu/sp?id=kb_article_view&sys_kb_id=c35a1b781bb63cd06f9821be6e4bcb33

OBTAINING A CCNY ID CARD

- A CCNY Identification (ID) Card is required in order to access campus buildings.
- To obtain a CCNY ID card, request an ID Card Request Form from your supervisor or HRC.
- The completed ID Card Request Form should then be submitted to the CCNY ID Office located on the first floor of the NAC room 1/205, where you will take an ID photo and receive your ID card.
- For more information about obtaining a CCNY ID Card visit <https://www.ccny.cuny.edu/safety/id-office>.



PROFESSIONAL STAFF CONGRESS (PSC) MEMBERSHIP

- The Professional Staff Congress is the union that represents faculty and staff at the City University of New York (CUNY) and the CUNY Research Foundation.
- PSC membership is open to Adjuncts
- You can join the PSC now by completing an online membership application now at <https://powerforms.docuSign.net/ad3e6959-8980-4c90-a8bd-e16c5924f11c?env=na2&acct=f229b947-7861-4c4a-9f17-4670af9d98b2&accountId=f229b947-7861-4c4a-9f17-4670af9d98b2> .
- If you would prefer to have a membership application mailed to you, please complete call the PSC membership department at 212-354-1252.
- The PSC/CUNY contract is available for review at <https://psc-cuny.org/cuny-contract>



Benefits

Eligibility, Enrollment & More...

HEALTH INSURANCE ELIGIBILITY REQUIREMENTS FOR TEACHING ADJUNCTS

The following criteria must be met in order for an Adjunct to be eligible for health insurance :

- ☐ Completed adjunct instruction at CUNY in the two consecutive semesters immediately preceding the semester in which the Adjunct is applying.
- ☐ Must work and maintain at least 6 teaching hours per week in the semester that the Adjunct is applying for coverage and thereafter.

Adjuncts must maintain the minimum number of hours required for the full semester to ensure the continuation of health insurance coverage.



HEALTH INSURANCE ELIGIBILITY REQUIREMENTS FOR NON-TEACHING ADJUNCTS

The following criteria must be met in order for a Non-Teaching Adjunct (NTA) to be eligible for health insurance :

- ☐ Completed the two consecutive semesters immediately preceding the semester in which the NTA is applying with at least 15 non-teaching hours per week (225 hours per semester).
- ☐ Non-Teaching Adjuncts must work at least 15 non-teaching hours per week in the semester that he/she is applying.

Non-Teaching Adjuncts must maintain the minimum number of hours required for the full semester to ensure the continuation of health insurance coverage.



ADJUNCT ACCOUNTABILITIES

- ❑ Adjuncts must submit completed applications/forms to the College Benefits Officer **no later than 30 days from the first day of classes.** Adjuncts who miss this 30 day deadline will have another opportunity to apply for health insurance coverage during the Open Enrollment/Annual Transfer Period. Open Enrollment/Annual Transfer Period applicants will have an effective date of January 1 of the following year.
- ❑ Adjuncts who are employed at more than one college must obtain the signatures of the College Benefits Officers from each campus on the Adjunct Health Insurance Certification Form. Adjuncts who require certification of hours from more than 2 campuses should complete an additional Adjunct Health Insurance Certification Form for the third and fourth campus Benefits Officers.
- ❑ Adjuncts must notify the University Benefits Office and the College Benefits Officer in a timely manner if they no longer meets eligibility requirements for health coverage. The University Benefits Office can be reached by calling the Adjunct Health Insurance Hotline at (646) 664-3401.

HEALTH INSURANCE ELIGIBILITY FAQs

- ☐ Adjuncts who are covered by or eligible for coverage via any other health insurance plan by virtue of employment of self or spouse through government entitlement are automatically ineligible for Adjunct Health Insurance.
- ☐ If in any semester an Adjunct teaches/works fewer than the minimum number of required hours for more than 1/15 of the semester, they will lose eligibility and the insurance coverage will be terminated.
- ☐ Adjuncts who lose health insurance coverage as a result of loss in hours will be eligible to re-enroll in Adjunct Health Insurance the following semester if they meet the minimum hour requirement.
- ☐ An adjunct must reestablish eligibility if there is a semester in each of two out of three academic years that they have not been employed as an Adjunct by CUNY.

HEALTH INSURANCE ENROLLMENT PROCEDURE

- ❑ Adjunct Health Insurance Application and supporting documents are found at:
[Adjunct Health Insurance Information and Procedures](#)
- ❑ Once completed, applications and supporting documents should be submitted via the
[HR Secure Transfer File Email Portal](#)
- ❑ Once the application is submitted, please inform Benefits Coordinator, Kristina Seecharran at kseecharran@ccny.cuny.edu
- ❑ Health Insurance, Dental and Prescription member ID cards will be mailed directly from the carrier to the address listed on the ERB.

ANSWERS TO EMPLOYEE PREMIUM REMITTANCE FAQs

- ❑ Adjuncts who selected a health insurance plan with a premium should expect their first deduction to cover 2 months' premiums shortly after enrollment completion.
- ❑ Adjunct Health Insurance Premiums are collected on the 1st business day of the month prior to the month of coverage via automatic debit from the checking or savings account provided on the Adjunct Recurring Payment Election Form. Exceptions to this timing will be made Updated for the first payment.
- ❑ Because health insurance premiums are due one month in advance, new applicants should expect their checking or savings account to be debited for the cost of 2 months' premiums, which will cover the first and second months.
- ❑ In the event that the University Benefits Office is unable to collect a premium after two attempts, the coverage for the Adjunct and all dependents will be terminated effective the first of the month.
- ❑ Any fees incurred due to insufficient funds will be billed to the Adjunct by the University Benefits Office in addition to the premium payment.
- ❑ Refunds for terminated health insurance coverage will be distributed via ACH transaction to the account it was debited from. NOTE: Premiums will only be refunded for the first FULL month of non-coverage.

ANSWERS TO MID-YEAR QUALIFYING EVENT FAQs

- ☐ Mid-Year Qualifying Events include: birth of a child, death of a covered dependent, marriage, divorce, adoption, or loss of health insurance coverage from another source.
- ☐ Adjuncts who need to add or drop dependents due to a mid-year qualifying event will need to complete a new Health Benefits Application (ERB) and submit to the College Benefits Officer within 30 days of the event date.
- ☐ Adjuncts who miss this 30 day deadline will have another opportunity to make changes to their health insurance coverage during the Open Enrollment/Annual Transfer Period.
- ☐ Supporting documentation for a qualifying event is required and a Recurring Payment Election Form (if applicable) must be submitted with the new ERB.

ANSWERS TO OPEN ENROLLMENT/ANNUAL TRANSFER PERIOD FAQs

- ❑ The Open Enrollment/Annual Transfer Period is in the fall each year.
- ❑ Open Enrollment/Annual Transfer Period applicants will have an effective date of January 1 of the following year.
- ❑ Employees changing coverage will need to submit a new health insurance enrollment package: [Adjunct Health Insurance Information and Procedures](#)
- ❑ Once completed, applications and supporting documents should be submitted via the **[HR Secure Transfer File Email Portal](#)**
- ❑ Once the application is submitted, please inform Benefits Coordinator Kristina Seecharan at kseecharan@ccny.cuny.edu
- ❑ Employees who elect a health insurance plan with a premium during Open Enrollment should expect to see their first deduction (January premium) on the first business day of December.

PSC-CUNY WELFARE FUND

The PSC-CUNY Welfare Fund exists solely for the benefit of its participants and eligible dependents. The mission of the Fund is to provide the highest level of supplemental health benefits in the most cost-effective fashion. The scope and features of the supplemental benefits are to be designed to coordinate with the employer's basic health insurance package. Benefits shall apply necessary factors to encourage appropriate utilization and to enhance the overall health status of covered members. The Fund endeavors to maintain financial viability of the benefit package and communication with members that assures provision of benefits and assistance in a professional and courteous manner.

PSC-CUNY WELFARE FUND FAQs

- ❑ Welfare Fund Supplemental Benefits are only available to Adjuncts enrolled in the CUNY Adjunct Health Insurance plan.
- ❑ Applicants will be notified by the PSC-CUNY Welfare Fund, and/or the carrier, of acceptance. If the family premium option is selected, a check covering the first 3 months is required.
- ❑ Welfare Fund Supplemental Benefits coverage under the Adjunct Plan is individual-only. You may elect to purchase family coverage. Family premiums must be paid on a quarterly basis.
- ❑ More FAQs are available at: [PSC-CUNY FAQs](#)

BENEFITS NOTES AND RESOURCES

- ❑ **Continued Coverage** - After attaining initial eligibility-by meeting the continuity requirement and the current hour requirement-coverage continues until a semester where either insufficient hours are worked or other coverage becomes available. *Coverage is continued through summer months for persons who received adjunct health insurance in the spring semester, unless the spring semester was the first semester of coverage.* For those whose spring semester was their first semester in the program, coverage terminates the last day of July. Continued coverage is available through purchase provisions under COBRA.
- ❑ **Break in Continuous Eligibility** - Even though coverage may be lost for a semester because current hours are too low, the continuity requirement will be met until there is a semester in each of two out of three consecutive academic years wherein a previously eligible individual is not employed as an adjunct by CUNY. Then a break occurs and the initial eligibility (the continuity requirement) must be re-established in order to be covered for benefits.
- ❑ Persons who lose coverage or eligibility (for this and certain other reasons) may qualify for COBRA coverage and should contact the Fund Office or the COBRA section of this website for further information: [PSC-CUNY Welfare Fund - Eligibility](#)

NOTES AND RESOURCES

- ❑ Adjuncts who need to update/change personal information must contact the Adjunct Health Insurance Hotline at (646) 664-3401 or email UniversityBenefitsAdjuncts@CUNY.edu. Please copy Kristina Seecharran on emails: kseecharran@ccny.cuny.edu
- ❑ [Summary of Adjunct Staff Benefits](#)
- ❑ [PSC-CUNY Welfare Fund Benefits](#)
- ❑ [Health Plan Summaries](#)

NYC TEACHERS' RETIREMENT PLAN

- Adjuncts are eligible for membership in the NYC Teachers' Retirement System (TRS)
- Interested Adjuncts can join TRS by completing an enrollment application on TRS' website at <https://trsnyc.org/ASPENMemberPro/Account/Index#/spa/htxQPPMemberRegistrationMaintenance/0> .
- Enrollment applications must be submitted to TRS **within 30 days** of the initial appointment date in order to avoid a deficit.
- For more information about TRS visit <https://www.trsnyc.org/memberportal/About-Us/benefitsOverview> and/or contact Benefits at benefits@ccny.cuny.edu .

TAX DEFERRED ANNUITY & DEFERRED COMPENSATION PLAN

- Adjuncts may participate in a tax-deferred annuity (TDA) plan through **TIAA** or the **Teachers' Retirement System of the City of New York (TRS)** (if you are a TRS member). The TDA plans allows you to set aside pre-tax dollars in a supplemental retirement account subject to the annual maximum IRS limit.
- For information and to enroll in the TIAA TDA plan visit <https://www.tiaa.org/public/land/cunysystem>
- For information and to enroll in the TRS TDA plan visit <https://www.trsnyc.org/memberportal/Forms/formsForInServiceMembers>
- The NYS Deferred Compensation 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. For more information, please visit the NYSDCP 457(b) website at <https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp> .
- Adjuncts may enroll in either plan at anytime during their employment at CCNY
- Please contact Benefits at benefits@ccny.cuny.edu with any questions.

CUNY EMPLOYEE TUITION WAIVER

- An adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on a space available basis.
- For more information about the CUNY Employee Tuition Waiver Benefit visit <https://www.cuny.edu/about/administration/offices/hr/benefits/tuition-waiver/#1612456495851-9e5802e8-3e8d> or contact Human Resources at Adjunctservices@ccny.cuny.edu.

PAID LEAVE

- Adjuncts 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.
- Non-Teaching Adjuncts may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, for teaching 225 hours a semester you will be excused for 15 hours.
- Teaching Adjuncts may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, if you teach one three-hour course you may be excused for three hours during the semester, without loss of pay.

OTHER BENEFITS

For more information about the benefits below please contact Benefits at benefits@ccny.cuny.edu or (212) 650-7796.

- [NYS Paid Family Leave](#)
- [Emergency Paid Sick Leave](#)
- [CCA@YourService](#) CUNY Work/Life Program
- [EdenRed](#) – Transit Benefit
- [CUNY e-Mall](#)
- COVID-19 Testing & Vaccination Leave

MANDATORY COMPLIANCE TRAININGS & IMPORTANT CUNY POLICIES

- New employees are required to complete the **Employee Sexual and Interpersonal Violence prevention and Response Course (ESPARC)** and the **Workplace Violence Awareness and Prevention Training** within 60 days of their start date.
- To access the trainings, please sign into CUNY Blackboard and navigate to *My Organizations* to view and complete both the ESPARC and WVP trainings.
- Please review CUNY's Policy on Sexual Misconduct visit <https://www.cuny.edu/wp-content/uploads/sites/4/media-assets/FINAL-Policy-on-Sexual-Misconduct-August-14-2020.pdf>
- Please review CUNY's Policy on Violence Prevention visit http://policy.cuny.edu/general-policy/article-vi/#policy_6.09
- Please review other important CUNY policies are at https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/#hr_policies

ANNUAL NEW FACULTY ORIENTATION

A New Faculty Orientation hosted by the Provost's Office is held
every Fall semester

Keep an eye out for an email from the Provost's Office for
further information.

ANY QUESTIONS?

If you have any questions or concerns, please contact humanresources@ccny.cuny.edu, your department's Human Resources Coordinator, or your Department Chair.