

FACULTY ONBOARDING AND RESOURCE GUIDE

OFFICE OF HUMAN RESOURCES
THE CITY COLLEGE OF NEW YORK

REVISED
9/29/2022

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



FACULTY WORKLOAD

- Faculty workload is defined as the amount of teaching and other approved activities that a faculty member is required to do annually and how that teaching must be managed over time.
- The annual teaching contact hour workload (includes reassigned time given to an individual) is as follows:
 - Professors of all ranks in senior colleges - 18 hours
 - Instructors and Lecturers - 24 hours
- For faculty who hold substitute appointments in these titles, the annual workload is three hours greater. In relation, in accordance with the Workload Settlement Agreement, Appendix A of the PSC-CUNY contract, faculty who have a teaching deficit or surplus in any given year may average that workload over a three-year period.



FACULTY REAPPOINTMENT, PROMOTION & TENURE/CCE

- Tenure-track faculty appointments are subject to annual reappointment.
- Upon recommendation of the College and approval of the CUNY Board of Trustees (BOT)...
 - Full-time tenure-track faculty in professorial titles are granted tenure effective September 1 of the eighth continuous year of service.
 - Lecturers are granted Certificate of Continuous Employment effective September 1 of the sixth continuous year of service.
- For details about the Promotion and Tenure/CCE processes, including pitfalls to avoid, please be sure to attend the Office of Academic Affairs' annual Promotion & Tenure Workshop
- Additionally, please visit the CCNY Academic Affairs website at <https://www.ccny.cuny.edu/academicaffairs/promotion-and-tenure>

DISTINGUISHED PROFESSOR

- The Distinguished Professor title is a full-time, non-tenure-track faculty title
- The College must review the performance of Distinguished Professors at least once every five years.
- Faculty members holding the rank of professor at the college and other distinguished scholars in the academic world shall be eligible for consideration as a Distinguished Professor.
- Distinguished Professors are expected to participate in appropriate teaching and service roles

DISTINGUISHED LECTURER

- New Distinguished Lecturers are eligible for annual reappointment limited to a total of seven (7) years.
- The Distinguished Lecturer title is a full-time, non-tenure-track faculty title.
- The position will be primarily a teaching position, but it may include research.
- The workload for Distinguished Lecturers will be the same as that of Professors in the college to which they are appointed.

CLINICAL PROFESSOR

- The Clinical Professor title is a full-time, non-tenure-track faculty title.
- An individual in the title of Clinical Professor is eligible for annual reappointment, but may not serve in the title for more than a total of seven years.
- The position will be a full-time faculty position, the responsibilities of which will include teaching (including, in some cases, clinical instruction) and may include research.
- The workload for Clinical Professors will be the same as that of Professors in the college to which they are appointed.

ONBOARDING

- In order to begin the Onboarding Process, an HR representative will provide you with a New Hire Packet.
- 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 is what informs HR of what action to take.
- This document is typically completed by your department and 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	WIVERS	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"/> 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 Incr. <input type="checkbox"/> Without Incr. <input type="checkbox"/> With Pension <input type="checkbox"/> Without Pension

☐ Transfer from: _____
☐ Salary Changes
☐ Other

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: _____ # of Hours: _____ 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/DEANEE
Signature: _____ Date: _____
Comments: _____

Rev. 6/1/2011

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) and 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. There will never be a CUNY or YU place 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 discriminating 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, veteran status, military or veteran status, pregnancy, status as a victim of domestic violence, stalking or sexual harassment, employment status, caregiver or family status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state, local 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 law enforcement.

Inquiries or complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination should be addressed to the College's Chief Diversity Officer. Inquiries or complaints relating to CUNY's Policy on Sexual Harassment or about non-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 Act
CUNY complies with the City Act. Copies of each college's Human Resources Report, which includes security policies and crime statistics, are available in the Office of Public Safety and on each college's website.

Rev. 11/16/20 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 Verification
Newly hired employees must complete Section 1 of the Dept. of Homeland Security/U.S. Citizenship & Immigration Services Form I-9 no later than the first day of employment. CUNY is required to verify evidence of identity and employment authorization within 3 business days of the employee's first day of employment.

Verification of Credentials
Academic and professional credentials, as submitted in CUNY Employment Application Part 1, 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, criminal history reports 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 record will not necessarily disqualify you from the position for which you are applying. However, failure to provide truthful responses will, when discovered, substantially result in the withdrawal of the conditional offer of employment or your termination, if employment occurs.

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

- Provide a written Article 23-a analysis to the candidate in 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 Fitness Assessment
For some positions, a credit history, medical certification, medical examination, drug test, and/or physical ability and fitness assessment may be required as a condition of employment. CUNY processes all information per applicable laws.

Rev. 11/16/20 CUNY Employment Application Part Two 2

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 history 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.

Note: Retirees who are under age 62 and are collecting a pension may receive an annual income of up to \$30,000 (Pension Reversion Limit) in pension or public employment without penalty of their pension benefits.

1. Candidates for employment must submit this form at the time of their interview for any appointment.
2. All full-time and part-time employees are responsible for submitting this form, should their status change.
3. Applicants who are retirees must submit this form every semester in which their employment continues.

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

Current Positions in Public Service (License check applicable box)

☐ 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 such 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-related 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.

Rev. 11/16/20 CUNY Employment Application Part 3 3

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 APPOINTMENT. COPIES OF 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 – 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 enroll in direct deposit. This form MUST be paired with a copy of a voided check.
- If you require any assistance with completing a tax withholding form, you should consult a tax professional.

The image displays three essential payroll forms. On the left is the IRS Form W-4, 'Employee's Withholding Certificate', dated 2021, which includes sections for personal information, marital status, and withholding allowances. In the center is the NYS IT-2104, 'Employee's Withholding Allowance Certificate', also dated 2021, which includes sections for personal information, marital status, and withholding allowances. On the right is a 'DIRECT DEPOSIT FORM FOR NYS EMPLOYEES', which includes sections for personal information, marital status, and direct deposit information. The forms are presented in a grid-like layout, with the W-4 and IT-2104 forms on the left and the Direct Deposit form on the right.

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

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 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 connection with the completion of this form.

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).

Alien 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 Number.

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, 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
(Employer 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 A and one document from List C as listed on the "List of Acceptable Documents.")

Employer 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 for use only in this box)

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

This employee is authorized to work in the United States, and if used 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

For persons under age 18 who are unable to present a document listed above:

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

Page 3 of 3

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:

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:

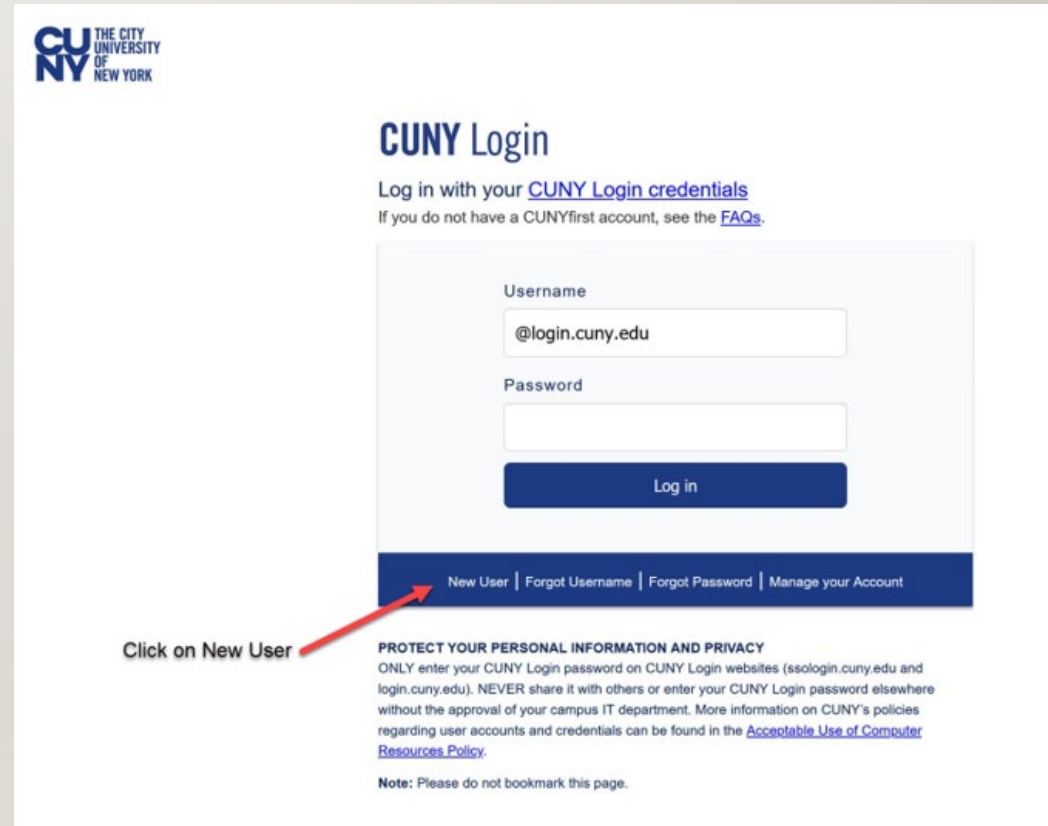
- ▶ You know your password and would like to change it or
- ▶ Want to test your password or

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' (*first name.last name.last two digits of [EMPL ID](#) @login.cuny.edu*)
- 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, the text says 'Log in with your [CUNY Login credentials](#). If you do not have a CUNYfirst account, see the [FAQs](#).' There is a login form with two input fields: 'Username' (containing '@login.cuny.edu') and 'Password' (empty). 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 | Manage your Account'. A red arrow points from the text 'Click on New User' to the 'New User' link. Below the login form is a section titled 'PROTECT YOUR PERSONAL INFORMATION AND PRIVACY' with a warning 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.'

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 NYSP0. All employees must verify their identities within NY.gov in order for NYSP0 to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYfirst, you will experience issues accessing NYSP0. 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 NYSP0 to, please contact University Payroll Security at University_Payroll_Security_Adm@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=9b2f65cb1b75b85014a8c99f1d4bcb9c

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>.





Benefits

Eligibility, Enrollment & More...



HEALTH INSURANCE BENEFITS

- During the Onboarding process, a member of our Benefits Team will be in contact with you to schedule a detailed Benefits Orientation.
- The following slides contain a snapshot of your benefits options.
- Please contact our Benefits Team at benefits@ccny.cuny.edu for more information.

HEALTH INSURANCE BENEFITS

- Health insurance benefits are offered under the NYC Health Benefits Program and the PSC-CUNY Welfare Fund.
- To qualify for the NYC Health Benefits Program you must...
 - ✓ Be a member of the full-time instructional staff with a six month or more appointment
 - ✓ Be paid from tax-levy funds
 - ✓ Work at least 20 hours per week
- To qualify for PSC-CUNY Welfare Fund benefits you must...
 - ✓ Be eligible for health coverage under the NYC Health Benefits Program

HEALTH INSURANCE BENEFITS

TYPES OF HEALTH PLANS & SERVICES OFFERED UNDER THE NYC HEALTH BENEFITS PROGRAM

- Health Maintenance Organizations (HMO) – A system of healthcare that provides managed, pre-paid hospital and medical services to its members. An HMO member chooses a Primary Care Physician (PCP) from within the HMO network

Plans presently offered: CIGNA Healthcare, GHI HMO, Empire HMO, HIP Prime HMO, Vytra Health and Metro Plus plans.

- Exclusive Provider Organization (EPO) – Offers a higher level of choice and flexibility than many other managed care plans. Members can see any EPO network provider. There is no need to choose a PCP and no referrals are necessary to see a specialist. Plans presently offered: Empire EPO, Aetna EPO

HEALTH INSURANCE BENEFITS

TYPES OF HEALTH PLANS & SERVICES OFFERED UNDER THE NYC HEALTH BENEFITS PROGRAM

- Point of Service (POS) – Offers the freedom to use a network or an out-of-network provider for medical and hospital care. When using out-of-network providers, healthcare delivery resembles that of a traditional indemnity plan

Plans presently offered: HIP Prime POS

- Preferred Provider Organization (PPO) – Offers the freedom to use either a network or an out-of-network provider for medical and hospital care. Participating plans contract with health care providers who agree to accept negotiated lower payment from the health plan

Plans presently offered: GHI-CBP/EBCBS

COST OF HEALTH COVERAGE

- Rates vary depending on the type of plan & carrier you choose
- Refer to the City's Summary Program Description (SPD) and updates for rates and information. www.nyc.gov/html/olr

NYC HEALTH BENEFITS PROGRAM FAQS

- ☐ HMO, PPO and POS health insurance coverage is provided through the City of New York.
- ☐ Health insurance coverage begins on the first day of employment as long as paperwork is received within 31 days of hire.
- ☐ If you are taken off of payroll for any reason (e.g. Unpaid Leave) your health insurance coverage will be suspended.

PSC-CUNY WELFARE FUND NON-CONTRIBUTORY PLANS

- PSC-CUNY Welfare Fund benefits begin on the 1st day of the next month following your appointment date (or on the 1st day of the month if your start date is on the 1st of the month) and if the enrollment form has been submitted within 31 days of your appointment.
- Non Contributory Plans are provided by the PSC/CUNY Welfare Fund at no cost to you. These include:
 - ✓ Extended Medical Benefit for members in GHI-CBP/Empire Blue Cross Blue Shield
 - ✓ Death Benefit
 - ✓ Dental Plan (DeltaCare USA or Guardian Dental Guard Preferred)
 - ✓ Group Long Term Disability
 - ✓ Optical & Hearing Aid Benefits (Davis Vision/VisionWorks, HearUSA Network)
 - ✓ Prescription Drug Plan (CVS/caremark)



PSC-CUNY WELFARE FUND CONTRIBUTORY PLANS

Contributory Plans are voluntary and require a contribution from you.

These include:

- ✓ Optional Long Term Disability
- ✓ Term Life Insurance (provided through NYSUT)

TEMPORARY DISABILITY/SICK LEAVE

- Sick leave is earned only after a full month of service and no accruals are granted for service of less than a calendar month.
- Full-time faculty accrue 20 calendar work days of sick leave annually.
- A maximum of 160 sick leave days can be accrued.
- Up to three days of accrued sick leave can be used annually for the care of an ill family member, consistent with applicable rules and procedures.
- Library faculty are also entitled to four unscheduled holidays to be taken within the annual leave year, September 1 – August 31

RETIREMENT BENEFITS

As an employee of the City University of New York, you have various choices of retirement plans. CUNY employees are eligible for multiple mandatory and/or voluntary retirement plans through either the Teachers' Retirement System of the City of New York (TRS) or Teachers' Insurance and Annuity Association of America (TIAA); New York State 457(b) and New York City 401(k) plan (only available at community colleges).

Also, depending on your previous position(s), where you may have been eligible for other retirement plans through such agencies as the new york city employees' retirement system (NYCERS), you may be allowed to remain in those plans as a transfer contributor, which is discussed further in the [CUNY Summary of Retirement of Benefits](#).

RETIREMENT BENEFITS

TIAA VS. TRS COMPARISON CHART

Comparison chart between TRS and TIAA mandatory plans

	TRS	TIAA
Plan Type	Qualified Pension Plan (defined benefit plan)	Retirement annuity contracts (defined contribution plan)
Vesting Period	10 years of Total Service Credit (TSC)	366 days of continuous employment (if no pre-existing vested TIAA retirement plan contract from another organization)
Age Requirements	63 for full retirement; 55-62 for reduced retirement benefit	None to collect retirement income (although taxes and penalties <u>may</u> be assessed if taken prior to age 59 ½). Also a minimum retirement age may affect eligibility for other benefits.
Contribution Rates	Employee: Graduated scale based on tier and contractual salary (Tier 6 only) Employer: Actuarially determined amount to fund benefits for all plan members	Employee: Same as TRS Employer (for Tier VI) : 8% of base salary during first seven years of employment; 10% of base salary after seven years of employment For other tiers please visit TIAA website at https://www.tiaa.org/public/land/cunysystem
Retirement Benefits	Determined by formula including a pension factor, total service credit and Final Average Salary	Varies based on your annuity accumulations, retirement age, and income option
Post-Retirement Health Benefits	NYC Health Benefits coverage contingent on minimum of 10 years' service credit and full-time CUNY employment immediately before retirement	For Instructional Staff: If 62 or over, NYC Health Benefits coverage contingent on retirement after minimum 15 years' continuous full time CUNY service. Must maintain \$50,000 reserve with TIAA to fund premiums For members of ECP: If age 55 or over, NYC Health Benefits coverage contingent on retirement after minimum 10 years' continuous full time CUNY service. Must maintain \$50,000 reserve with TIAA to fund premiums
Separating from Service	If not vested (less than 10 years membership) Employee's contribution (with interest) may be withdrawn/rolled over. If membership expires (after seven school years), withdrawal/rollover is mandatory Vested: Eligible to receive a monthly benefit on reaching retirement age	Not vested: Refund of employee contributions reflecting investment return Vested: Rules vary based on investment choices. Please call TIAA at 800-842-2252 For vested minimum reserves may be required to fund retiree health insurance premiums.
Portability	Membership may be transferred to certain NYS/NYC public retirement systems; or funds may be rolled over to eligible IRAs or successor plans	TIAA accounts may be maintained if you join another Institution or employer that offers TIAA
Secondary (multiple) positions	If you have secondary or multiple lines of employment at CUNY they are all pensionable. You must inform the school where you have the secondary line that	Same as TRS

ANNUAL LEAVE & HOLIDAYS

- Full-time faculty at CUNY (except library faculty) have annual leave from the day after spring commencement until three days, excluding Saturday and Sunday, before August 30.
- Library faculty accrue 40 work days of annual leave annually
- The regular holidays with pay shall be as follows:
 - Independence Day
 - Labor Day
 - Columbus Day
 - Thanksgiving Holiday
 - Christmas Holiday
 - New Year's Holiday
 - Martin Luther King, Jr.'s Birthday
 - Lincoln's Birthday
 - Presidents' Day
 - Memorial Day
 - Juneteenth Holiday

MANDATORY COMPLIANCE TRAININGS

- 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 30 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.

OTHER BENEFITS

FOR MORE INFORMATION ABOUT ALL BENEFITS PLEASE CONTACT BENEFITS AT
BENEFITS@CCNY.CUNY.EDU OR (212) 650-7796

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|---|--|
| • <u>Paid Parental Leave</u> | <u>Tax-Deferred Annuity Plans</u> |
| • <u>NYS Paid Family Leave</u> | <u>NYS Deferred Compensation 457(b) Plan</u> |
| • <u>Emergency Paid Sick Leave</u> | <u>Tuition Waiver</u> |
| • <u>Academic Leaves</u> | <u>CUNY e-Mall</u> |
| • <u>COVID-19 Testing & Vaccination Leave</u> | <u>Campus Fitness Center – (Free Access)</u> |
| • <u>CCA@YourService CUNY Work/Life Program</u> | <u>Parking</u> |
| • <u>EdenRed – Transit Benefit</u> | <u>Professional Development</u> |
| | <u>Federal Credit Union Membership - MCU</u> |

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.