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:
  o Professors of all ranks in senior colleges - 18 hours
  o 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.
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.
ONBOARDING – CUNY NEW HIRE APPLICATION
PART 1 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
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.
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 identity 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.
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.
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.
• 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 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 (/). 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.
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.
ACCESING 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 1\textsuperscript{st} day of the next month following your appointment date (or on the 1\textsuperscript{st} day of the month if your start date is on the 1\textsuperscript{st} 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)
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.
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

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>TRS</th>
<th>TIAA</th>
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</thead>
<tbody>
<tr>
<td>Qualified Pension Plan (defined benefit plan)</td>
<td>Retirement annuity contracts (defined contribution plan)</td>
<td></td>
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<thead>
<tr>
<th>Vesting Period</th>
<th>TRS</th>
<th>TIAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 years of Total Service Credit (TSC)</td>
<td>366 days of continuous employment (if no pre-existing vested TIAA retirement plan contract from another organization)</td>
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<tr>
<th>Age Requirements</th>
<th>TRS</th>
<th>TIAA</th>
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<tbody>
<tr>
<td>65 for full retirement; 55-61 for reduced retirement benefit</td>
<td>None to collect retirement income (although taxes and penalties may be assessed if taken prior to age 59 1/2). Also, a minimum retirement age may affect eligibility for other benefits</td>
<td></td>
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<thead>
<tr>
<th>Contribution Rates</th>
<th>TRS</th>
<th>TIAA</th>
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</thead>
<tbody>
<tr>
<td>Employer: Graduated scale based on tier and contractual salary (Tier 6 only)</td>
<td>Employer: Same as TRS</td>
<td></td>
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<tr>
<td>Employer: Actuarially determined amount to fund benefits for all plan members</td>
<td>Employer (for Tier VI): 8% of base salary during first seven years of employment; 9% of base salary after seven years of employment</td>
<td></td>
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For other tiers please visit TIAA website at [https://www.tiaa.org/public/funds/cuny-system](https://www.tiaa.org/public/funds/cuny-system)

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<tr>
<th>Retirement Benefits</th>
<th>TRS</th>
<th>TIAA</th>
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<tbody>
<tr>
<td>Determined by formula including a pension factor, total service credit, and final average salary</td>
<td>Varies based on your annuity accumulations, retirement age, and income option</td>
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<tr>
<th>Post-Retirement Health Benefits</th>
<th>TRS</th>
<th>TIAA</th>
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<tbody>
<tr>
<td>NYC Health Benefits coverage contingent on minimum of 10 years’ service credit and full-time CUNY employment immediately before retirement</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>For members of CEP: 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.</td>
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<tr>
<th>Separating from Service</th>
<th>TRS</th>
<th>TIAA</th>
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<tbody>
<tr>
<td>If not vested (less than 10 years membership); Employee’s contribution (with interest) may be withdrawn/rolled over. If membership exceeds (after seven school years), withdrawal/rollover is mandatory</td>
<td>Net vested: Refund of employee contributions reflecting investment return</td>
<td></td>
</tr>
<tr>
<td>Vested: Eligible to receive a monthly benefit on reaching retirement age</td>
<td>Vested: Rais based on investment choices. Please call TIAA at 1-800-842-2752</td>
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<tr>
<th>Portability</th>
<th>TRS</th>
<th>TIAA</th>
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<tbody>
<tr>
<td>Membership may be transferred to certain NYC/NYU public retirement systems; or funds may be rolled over to eligible IRAs or successor plans</td>
<td>TIAA accounts may be maintained if you join another institution or employer that offers TIAA</td>
<td></td>
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<tr>
<th>Secondary (multiple positions)</th>
<th>TRS</th>
<th>TIAA</th>
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<tbody>
<tr>
<td>If you have secondary or multiple lines of employment at CUNY they are all disposable. You must inform the school where you have the secondary link that</td>
<td>Same as TRS</td>
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</table>
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 works days of annual leave annually.

• The regular holidays with pay shall be as follows:
  o Independence Day
  o Labor Day
  o Columbus Day
  o Thanksgiving Holiday
  o Christmas Holiday
  o New Year’s Holiday
  o Martin Luther King, Jr.’s Birthday
  o Lincoln’s Birthday
  o Presidents’ Day
  o Memorial Day
  o 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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<thead>
<tr>
<th>• Paid Parental Leave</th>
<th>Tax-Deferred Annuity Plans</th>
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<tbody>
<tr>
<td>• NYS Paid Family Leave</td>
<td>NYS Deferred Compensation 457(b) Plan</td>
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<tr>
<td>• Emergency Paid Sick Leave</td>
<td>Tuition Waiver</td>
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<td>• Academic Leaves</td>
<td>CUNY e-Mall</td>
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<tr>
<td>• COVID-19 Testing &amp; Vaccination Leave</td>
<td>Campus Fitness Center – (Free Access)</td>
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<tr>
<td>• CCA@YourService CUNY Work/Life Program</td>
<td>Parking</td>
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<tr>
<td>• EdenRed – Transit Benefit</td>
<td>Professional Development</td>
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<tr>
<td></td>
<td>Federal Credit Union Membership - MCU</td>
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</table>
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.