



THANK YOU!

The Office of Human Resources sincerely appreciates the efforts of all Human Resources Coordinators (HRC). Your commitment to the onboarding and offboarding of employees is a vital component of our operations. Thank you for your dependable support which greatly assists us in managing our processes effectively.





HUMAN RESOURCES COORDINATOR (HRC) PAF SUBMISSION GUIDE

THE OFFICE OF HUMAN RESOURCES



HUMAN RESOURCES POLICIES

- New Hires, Reappointments, and Rehires
- Revisions: Encumbering/Disencumbering Hours and Budget Management
- Terminations/Resignations/Transfers

HIRING, REAPPOINTMENTS, AND REHIRES

- Human Resources must approve all <u>Personnel Action Form-7 (PAF-7)</u> submissions, including initial hiring, reappointments, or rehires, **before any employee begins their role**. Once Human Resources receives and verifies that the new hire paperwork is complete, confirmed budget availability and accuracy of information, HR will issue clearance for the employee's proposed start date.
 - This proactive measure ensures a seamless onboarding process and timely commencement of the employee's contributions to the department.
 - It serves as a vital checkpoint to validate that the new hire has fulfilled all compliance requirements and is fully prepared to join the team.
 - Risk management by preventing potential legal and financial complications that could arise from premature or unauthorized employment actions. Confirm compliance with Form I-9 documentation requirements and submission timelines to avoid non-compliance penalties, which in New York State can amount to fines of up to \$10,000.



NEW HIRE ACTIONS HRC PROCEDURE

- 1. HRCs need to confirm there are <u>sufficient funds</u> for the appointment on Temp Services. If funds are insufficient, coordinate with the Budget Office. Submit a request to Budget Office at <u>budgetoffice@ccny.cuny.edu</u>. To gain access to <u>Temp</u> <u>Services</u> please submit a request to Ariel Baez at <u>ariel@ccny.cuny.edu</u>.
- 2. Submit a <u>Personnel Action Form (PAF)</u> along with the onboarding documentation (<u>through secure transfer</u>) to <u>hrhourlyservices@ccny.cuny.edu</u>, ensuring all paperwork are accurately completed. HRCs can refer to the onboarding checklist that is included with the new hire paperwork to ensure all of the paperwork is filled out and completed.
- 3. Await HR's confirmation email before allowing new hires to commence work. This confirms the processing of their paperwork.



E-VERIFY



- HR has been enrolled in E-Verify since March 2023. E-Verify is a government-based system that audits the information entered by an employer from the employee's I-9 Form to what the U.S. Department of Homeland Security has on record to determine the employee's employment eligibility.
- Once the I-9 Form is submitted to HR, HR will verify the employee's I-9 documents through the E-Verify database.
- Penalties for submitting actions late: for New York State, fines can be up to \$10,000.
- For more information please click on the link: <u>What is E-Verify?</u>



CUNY BACKGROUND VERIFICATION POLICY



- The CUNY Background Verification Policy has been revised.
- A National Criminal Report and a National Sex Offender Registry report is required for all full-time and part-time candidates who have received a conditional appointment/offer.
- Verifications are conducted by third party contractor, TruView Background Screening & Investigations
- Rehires with a break in service of more than six consecutive months, are also required to undergo a background verification.
- Current employees with a change in position as a result of a transfer, promotion, or reclassification are also required to undergo a background check, if a background check was not conducted during the initial new hire process
- Student Employees are among those excluded from the policy. This includes (Full-Time Undergraduate, Graduate and PhD students).
- For more information please click on the link: <u>University's Background Verification Policy</u>



CUNY BACKGROUND VERIFICATION PROCESS



- Upon receipt of a candidate's signed offer letter and Part 2 of the CUNY Employment Application, *which the candidate must complete in order to authorize the confidential background check*, HR will initiate the verification process by entering the candidate's name and contact information into the TruView system. The candidate will then receive a system generated email or text message requesting their participation in the background verification process.
- Candidates who refuse to authorize the background check will be deemed ineligible for employment.
- If the candidate has completed the verification process at another CUNY school during the last six months, TruView will notify HR accordingly and another verification will not be processed,
- HR will review the background check report and notify the hiring department if the candidate's report revealed potentially disqualifying information. In the case of potentially disqualifying information, HR will provide the hiring department and the candidate with details regarding the adverse action review process.
- For more information please click on the link: <u>University's Background Verification Policy</u>

NEW HIRE CHECKLIST

SAMPLE INITIAL PAF-7

Rev. 11/8/2022

THE CITY UNIVERSITY OF NEW YORK



Classified Hourly (College Assistant/IT Hourly) Onboarding Check List¹

Employee's Name: 1. 🗌 PAF 2. 🔲 Oath Upon Appointment 3. Procedures for Candidate Fingerprinting (Receipt)² 4. 🗌 W-4 5. 🔲 IT-2104 6. NYS Direct Deposit with Voided Check 7. Form I-9 & Supporting Doc 8. Personal Data Form 9. Emergency Contact Information 10. Statement of Citizenship 11. Emergency Evacuation Assistant 12. Veteran Status 13. Voluntary Self-Identification Form for Employees 14. Voluntary Self-Identification of Disability 15. Conditional Offer of Employment (if applicable) 16. Medical Clearance form (If applicable) 17. Employee Application Part 1 & 2 18. Employee Application Part 3 19. Employee Application Part 4 (If applicable) 20. Authorization to Release Reference Information 21. Conviction-Notice 22. External Employment for Classified Staff 23. CUNY Policy Checklist 24. Orientation for IT Security ¹ Revised February 21, 2024

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REAPPOINTMENT/REHIRE ACTIONS

- 1. PAF-7 Submissions:
 - Rehires for employees with break in service. (Non Continuous, break greater than 1 day)
 - Reappointments for employees with <u>no break in service.</u>
- 2. Submit the PAFs ensuring they are fully and correctly filled out. This includes filling out the FAS#, Supervisor's name, Payroll title and Department.
 - If a employee is rehired 2 years after from their last end date, Human Resources will need <u>New Hire paperwork</u> to process the action.
 - Actions that are more than 5 pay periods backdated will require the Human Resources Executive Director's approval and a <u>Justification Memo</u> from the department.
- 3. Reconfirm budget availability in <u>Temp Services</u> for the reappointment action prior to submitting the PAF-7. If funds are inadequate, please reach out to the Budget Office (<u>budgetoffice@ccny.cuny.edu</u>).



SAMPLE REAPPOINTMENT PAF-7 SAMPLE CANCELLATION PAF-7

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THE CITY UNIVERSITY OF NEW YORK

Rev. 11/8/2022

Rev. 11/6/2022

REVISIONS: INCUMBERING/DISENCUMBERING HOURS AND BUDGET MANAGEMENT

- Departments are responsible for overseeing their budget allocations and monitoring employee timesheets.
 - It is incumbent upon the department to diligently track and manage their financial resources and ensure the accuracy of timesheet submissions.
- Accurate timesheets are essential for correct payroll processing. Inaccurate timesheet data can lead to payroll errors, affecting employee satisfaction and trust in the College.
 - Things to look for:
 - Verify that timesheet submissions correspond with the designated appointment period
 - Monitor the remaining balance of hours from the total allocated for the appointment

SAMPLE HOUR REVISION PAF-7 SAMPLE WORK PERIOD REVISION PAF-7

			OLLEGE ACTION FORM	Date	
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Date of Birth	2		I-9 Form		
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Relationship (optional)			Employee Ext.	CCNY E-Mail	
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TERMINATION/RESIGNATION/TRANSFERS ACTIONS

- > Termination PAF-7s should be submitted if employees completed their assignment and will not be reappointed, so that Human Resources can vacate the position for future new hire appointments. Please see below the reasons to submit Termination PAF-7s:
- 1. **Clarity and Compliance**: Having clear categories for termination reasons ensures that both CCNY and the employee understand the nature of the termination. This clarity aids in compliance with employment laws and regulations, particularly regarding unemployment benefits and the handling of resignation letters.
- 2. **Efficient Resource Management**: By disencumbering remaining hours upon termination, the organization can accurately manage its labor budget and reallocate resources where they are most needed. This prevents financial discrepancies and ensures a clear understanding of available work hours for planning purposes.
- 3. **Smooth Transitions**: For employees transitioning within CCNY (e.g., to a higher title) or to another institution within CUNY (e.g., another CUNY College), a structured termination action ensures that their accruals and benefits are appropriately managed. This facilitates a smoother transition for the employee and maintains continuity of employment benefits.
- 4. **Streamlined Administrative Process**: Ensuring that all timesheets are completed and approved before processing a Termination PAF minimizes administrative errors and ensures that employees are compensated for all worked hours. This also helps in avoiding post-termination disputes and simplifies the administrative workload.
- 5. **Position Vacancy Management**: Structured termination actions automatically vacate allocated position numbers, making these positions available for new candidates. This efficiency in vacating and refilling positions speeds up the hiring process, allowing the organization to quickly address workforce needs and maintain operational continuity.

TERMINATION/RESIGNATION/TRANSFERS ACTIONS

Termination:

- End of Assignment Employee completed his appointment. Possibility of employee being reappointed. Remaining hours should be disencumbered.
- Appointment withdrawn Employee never began his appointment. All hours will be disencumbered.
- **Misconduct** Refers to inappropriate or unacceptable behavior by an employee that violates CUNY policies, ethical standards, or legal requirements. Remaining hours should be disencumbered.
- Abandonment Occurs when an employee fails to report to work for consecutive days without notifying their employer of a valid reason for their absence and without the intention of returning to their job. Remaining hours should be disencumbered.

Resignation

- **Resignation to a higher title** Employee has been appointed to a higher title (e.g.: college assistant to disability service specialist). No resignation letter required. Remaining hours should be disencumbered.
- **Resignation** Employee has officially resigned their title, require resignation letter for unemployment purposes. Remaining hours should be disencumbered.

Transfer

• **Transfer to another College** - Employee has taken a job in another CUNY College, Accruals will be transferred. Remaining hours should be disencumbered.



SAMPLE TERMINATIONS PAF-7

SAMPLE RESIGNATION PAF-7

THE CITY UNIVERSITY OF NEW YORK

		CITY CO	TY OF NEW YORK	Date	
TYPE OF APPOINTMENT Initia Reappointment Return to Duty Transfer to: Transfer from: Salary Changes 20ther Reduce hours	CATEGORY Instructional (Annual) Instructional (Hourly) NCDISC NonTax Levy Provisional Permanent Temporary Probationary Tenure Non-Competitive Classified Hourly	WAIVERS ByLaw Search Other	SEPARATIONS Resignation Transfer to Referement Cancellation Termination Non-Reappointment Tempory Provisional Other End of Assignment	TYPE OF LEAVE Fellowship Fletirement/Travia Temporary Disability/FMLA Special Military eave to Serve in another title SLOAC Other	LEAVE STATUS With Pay WKO Pay WKD Increm WKO Increm WKO Increm WKO Pension WKO Pension
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Rev. 11/8/2022

Initial Reappointment Return to Duty Transfer to:	CATEGORY Instructional (Annual) Instructional (Hourly) NC/DISC NonTax Levy	WAIVERS ByLaw Search Other	SEPARATIONS Resignation Transfer to Retirement	TYPE OF LEAVE	LEAVE STATUS With Pay W/O Pay With Increm
Transfer from:	Provisional Permanent Temporary		Termination Non-Reappointment	Special Military Leave to Serve in	With Pension
Salary Changes Other	Probationary Tenure Non-Competitive Classified Hourly		Resign letter att	another title SLOAC Other	
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Home Address			Payroll Title Title		
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Social Security # EMPL	ID #		FAS # Temp S	ervices Budge	t #
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Emergency Contact			Dent Supervisor Su	pervisor Name	
Relationship (optional)			Employee Ext.	CONY E-Mail	
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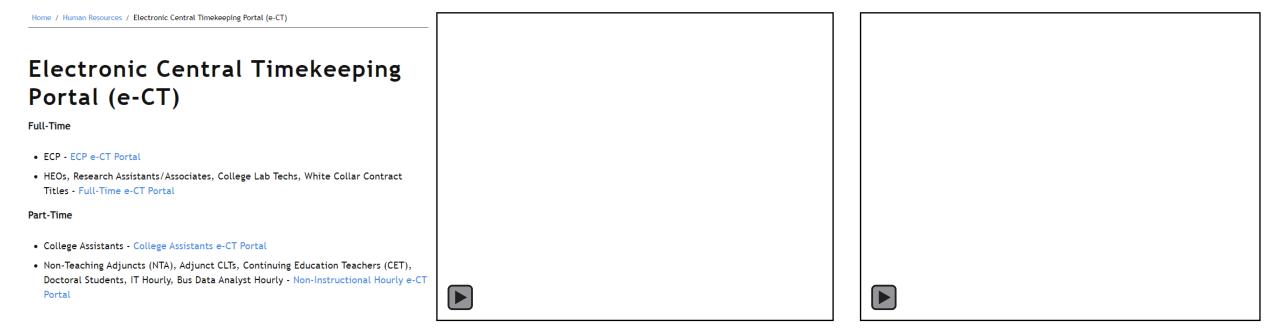
TIMEKEPING

THE OFFICE OF HUMAN RESOURCES





- In order to receive payment for hours worked, the employee must complete timesheets via the e-CT portal: <u>Electronic Timesheet Portal Link</u>
- Below please see video tutorials on how to submit timesheets and how to approve timesheets.



- If employees are working with two or more departments the employee must include a minimum of a 15 minute break in between the jobs. If the timesheets conflict with both departments worked, the timekeepers will be unable to process the timesheet.
- Hours worked should be entered in increments of quarters on timesheets. (Ex. 7, 7.25, 7.50, 7.75, 8)
- Please make sure the department/budget on the timesheet matches the department/FAS# of the PAF-7 that was submitted for the employee.



Sign-in to Access ECP Monthly Timesheet we York Sign-in to Access Fulltime Employees Timesheet We York

DAY	DATE	AM IN	<u>LI</u> OUT	UNCH IN	PM OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	JURY DUTY	SD
💼 🛅 Sun	03/10/2024									
🛍 🗂 Mon	03/11/2024									
💼 🕞 Tue	03/12/2024									
💼 🛅 Wed	03/13/2024									
💼 🛅 Thu	03/14/2024									
💼 🕞 Fri	03/15/2024									
💼 🛅 Sat	03/16/2024									
				Total Fo	or The Week					

Sign-in to Access Hourly Employee TimeSheet

Pending timesheets cannot be processed due to the following reasons:

- Timesheet is not signed by supervisor
- Timesheet contains incorrect dates
- Duplicate timesheet
- Employee does not have enough leave accruals to cover time requested on submitted timesheet
- Department does not adequate funds in budget

The pending timesheet issue should be rectified by the department as soon as possible so that Timekeeping can process the timesheet. If the timesheet is not rectified in time, it will cause a delay in pay and will be processed for the next available paycheck.

Please note, employees cannot request a salary advance from Payroll if they submitted their timesheets late.



Shift Differential (SD): Hours Worked x Rate of Pay x 10%

- Shift differential cannot exceed the number of work hours per day.
- Shift differential hours are calculated for hours worked between 6:00pm to 8:00am with more than one hour of work between 6:00pm and 8:00am.
- Shift differential for AJB code are calculated as shift differential hours multiplied by 10% of the rate.
- Shift differential hours are not calculated for Student Aides.



TYPES OF LEAVE CHARGES

- AL Annual Leave
- **BL** Bereavement Leave (up to 4 days immediate family)
- CC College Closed
- CCL Child Care Leave
- CML Classified Medical Leave
- COV COVID-19
- CPT COVID-19 Priority Testing
- **CTE** Comp Time Earned
- CTU Comp Time Used
- CVL COVID-19 Vaccination Leave
- CVV COVID-19 Vaccination Volunteer
- F Furlough
- FLW Fellowship
- FML Family Medical Leave (submit documents to Benefits)
- H Holiday
- HR Human Resources Related

- HS Health Screening
- JD Jury Duty (3 days for hourlys with documentation)
- LT Lost Time
- LWO Leave Without Pay Cut slip will be charged
- ML Military Leave
- MP Multiple Position
- **PFL** Paid Family Leave
- PPL Paid Parental Leave
- SD Snow Day
- SF Summer Friday (Only June through August)
- SL Sick Leave (submit doctors note if 3 days or more)
- UH Unscheduled Holiday
- UL Unauthorized Leave
- VTE Voting
- WC Workers Compensation

TYPES OF LEAVE CHARGES

- Jury Duty: College Assistants serving on juries in New York State Courts are eligible to be paid the jury fee for the first three days by their college, if they are scheduled to work and they earn more than the fee. If they are not scheduled, they are not to be paid. The state pays \$40 per day. If an employee earns less than \$40 per day, they are paid their expected salary.
- Supporting documents must be submitted to Time and Leave at <u>timeandleave@ccny.cuny.edu</u>

For more information on Jury Duty, please click the link: <u>Jury Duty Policy</u>

- Medical Absence: If any employee is absent for medicalrelated reasons for three (3) or more days medical documentation is required to pay the subsequent days starting from the 3rd day onward.
- Any employee absent for more than five (5) consecutive days for illness must complete and submit an FMLA or Non-FMLA Medical Leave application, including the required Fitness for Duty Certification.

For more information on FMLA please click the link:

Family Medical Leave Act



TYPES OF LEAVE CHARGES (HOLIDAYS)

FULL-TIME

- Full-Time employees are compensated for holidays.
 Please click on link below to see the <u>CUNY Employee</u> Holiday and Annual Leave Periods
- Over-time: To qualify for overtime (OT), the employee must work in excess of 40 hours per week. Overtime must be approved in advance by department. The department is responsible for notifying HR of any employees scheduled to work overtime. Overtime hours must be noted on timesheets for payment.

PART-TIME

- Employees in the titles of College Assistants are paid based on hours worked and are typically not scheduled to work on holidays. College Assistant may elect to utilize available annual leave to be compensated for a holiday.
- Classified hourly employees (excluding College Assistants) are eligible to receive additional 50% holiday compensation if requested/approved to work on a holiday
- Non-Teaching Adjuncts do not accrue sick and annual time.



CLASSIFIED HOURLY: ANNUAL AND SICK TIME ACCRUALS

- Employee must work at least 500 hours or more to charge their annual or sick time.
- Uncharged annual leave will paid out in August of each fiscal year.
- Uncharged sick leave is rolled over to the new fiscal year. If the hourly employees in the College Assistant and Disability Accommodation Specialist titles meet the 500 hours worked.
- Fiscal year dates: July 1st June 30th
- Non-Teaching Adjuncts do not accrue annual and sick time.

- Employees can only use a max of 7 hours of sick or annual leave per day.
- Employees can use annual leave for days where the college is scheduled to be closed and the employee is not assigned to work (i.e. holiday, snow day).
- Formula for Annual and Sick Time Accruals:
 Annual: hours worked divided by 15

Sick: hours worked divided 20

There is an updated accrual rate after the 5th year of service in the hourly title. For more information please click on the link below: <u>Time and Leave Benefits Summary –</u> <u>Hourly Classified Employees</u>



PAYROLL SCHEDULE

- In order to avoid a delay in payment, timesheets must be submitted and approved by their supervisor by close of business on the specified due date on the Payroll Schedule.
- Timesheets received after the due date will be processed for the next available pay date.
- For new hires, direct deposit can take up to 2-3 pay periods to activate. The first paycheck will be sent to the mailing address provided with the new hire paperwork.
- Employees must not work more than Under NYS Labor Law, five hours without taking a thirty minute unpaid break.
- If you have any questions or concerns in regards to your paycheck please contact Payroll Services at (212)-650-7238 or via email at payrollservices@ccny.cuny.edu



The City College of New York

160 Convent Ave, New York, NY 10031 · (212)-650-7226

Hourly Employee Bi-Weekly Timesheet Submission Schedule

For represented for Part-time staff (Non-Teaching Adjuncts, College Assistants, Student Aides and IT Hourly)

	Pay Period	Timesheets Due in Timekeeping System	Check Date
1	02/25/2024 - 03/09/2024	Monday, March 11, 2024	4/4/2024
2	03/10/2024 - 03/23/2024	Monday, March 25, 2024	4/18/2024
3	03/24/2024 - 04/06/2024	Monday, April 8, 2024	5/2/2024
4	04/07/2024 - 04/20/2024	Monday, April 22, 2024	5/16/2024
5	04/21/2024 - 05/04/2024	Monday, May 6, 2024	5/30/2024
6	05/05/2024 - 05/18/2024	Monday, May 20, 2024	6/13/2024
7	05/19/2024 - 06/01/2024	Monday, June 3, 2024	6/27/2024
8	06/02/2024 - 06/15/2024	Monday, June 17, 2024	7/11/2024
9	06/16/2024 - 06/29/2024	Monday, July 1, 2024	7/25/2024
10	06/30/2024 - 07/13/2024	Monday, July 15, 2024	8/8/2024
11	07/14/2024 - 07/27/2024	Monday, July 29, 2024	8/22/2024
12	07/28/2024 - 08/10/2024	Monday, August 12, 2024	9/5/2024
13	08/11/2024 - 08/24/2024	Monday, August 26, 2024	9/19/2024
14	08/25/2024 - 09/07/2024	Monday, September 9, 2024	10/3/2024
15	09/08/2024 - 09/21/2024	Monday, September 23, 2024	10/17/2024
16	09/22/2024 - 10/05/2024	Monday, October 7, 2024	10/31/2024
17	10/06/2024 - 10/19/2024	Monday, October 21, 2024	11/14/2024
18	10/20/2024 - 11/02/2024	Monday, November 4, 2024	11/28/2024
19	11/03/2024 - 11/16/2024	Monday, November 18, 2024	12/12/2024
20	11/17/2024 - 11/30/2024	Monday, December 2, 2024	12/26/2024
21	12/01/2024 - 12/14/2024	Monday, December 16, 2024	1/9/2025
22	12/15/2024 - 12/28/2024	Monday, December 30, 2024	1/23/2025
23	12/29/2024 - 01/11/2025	Monday, January 13, 2025	2/6/2025
24	01/12/2025 - 01/25/2025	Monday, January 27, 2025	2/20/2025
25	01/26/2025 - 02/08/2025	Monday, February 10, 2025	3/6/2025
26	02/09/2025 - 02/22/2025	Monday, February 24, 2025	3/20/2025
1	02/23/2025 - 03/08/2025	Monday, March 10, 2025	4/3/2025

*Bolded dates subject to change according to the CUNY Summer workweek plan or holiday calendar.

ADDITIONAL INFORMATION

- <u>CUNY Hiring Fee</u> (Civil Service titles)
- <u>CUNY Fingerprinting Procedures</u> (Classified titles)
- <u>CUNY Approved Foreign Education</u>
 <u>Evaluation Services</u>
- <u>CCNY Department Deans & Chairs</u>
- <u>CCNY HR</u>

- Service Desk Information (IT)
- <u>CCNY Campus Map</u>
- <u>CCNY Academic Calendar</u>
- ID Card Request Form
- <u>CUNY Compliance Trainings</u>
- <u>CCNY Payroll</u>



ADDITIONAL INFORMATION

Benefits:

- <u>College Assistant Benefits</u>
- Adjunct & Non-Teaching Adjunct Benefits
- <u>Classified Staff (Full-Time) Benefits</u>
- Professors and HEO Series (Full-Time) Benefits

Multiple Position Forms:

- Faculty Multiple Position Form
- Instructional Multiple Position Form

Payroll Forms:

- Direct Deposit
- Sprintax Form

Request Forms:

- Employment Verification Request Form
- Reasonable Accommodation Request Form
- <u>Transfer to another CUNY Campus Form</u> (Classified competitive only)
- <u>Tuition Waiver Form</u> (Full-time employees only)
- Person of Interest (POI) Instructions

Salary Schedules:

- White Collar Salary Schedule
- Blue Collar Salary Schedule
- Gittleson Salary Schedule
- PSC CUNY Titles Salary Schedule



last updated 08/2024

CONTACT INFORMATION

- Payroll Services Email: payrollservices@ccny.cuny.edu Phone: 212-650-7238
- > Time and Leave Email: timeandleave@ccny.cuny.edu Phone: 212-650-7796
 - Chantel Wallace Email: <u>cwallace@ccny.cuny.edu</u> Phone: 212-650-8650
 - Bernice Guillaume Email: <u>bguillaume@ccny.cuny.edu</u> Phone: 212-650-7673
 - Japera Smith Email: jsmith5@ccny.cuny.edu Phone: 212-650-7068
 - Tatianna Moronta Email: <u>tmoronta@ccny.cuny.edu</u> Phone: 212-650-7668
 - Ayanna Zambouri Email: <u>dzambouri@ccny.cuny.edu</u> Phone: 212-650-8337
- Recruitment Email: <u>hrhourlyservices@ccny.cuny.edu</u> Phone: 212-650-7226
 - Daniel Ahmed Email: <u>dahmed@ccny.cuny.edu</u> Phone: 212-650-5242
- > Data Analytics
 - Bryantdolph DeLeon Email: <u>bdeleon@ccny.cuny.edu</u> Phone: 212-650-7672
 - Marta Palacio Email: mpalacio@ccny.cuny.edu Phone: 212-650-8134

