The City College of New York

ADJUNCT ONBOARDING & RESOURCE GUIDE

OFFICE OF HUMAN RESOURCES

THE CITY COLLEGE OF NEW YORK

REVISED

10/2024

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.

TABLE OF CONTENTS

Important Key Words …… 4

Teaching Adjunct Workload Limitations …… 6

Non-Teaching Adjunct Workload Limitations …… 7

Combined Adjunct Workload Limitations …… 8

Onboarding …… 9

Onboarding – Personnel Action Form (PAF) …… 10

Onboarding – Payroll Forms …… 11

Onboarding – CUNY New Hire Application Part 1 through 4 ……12

Onboarding – CUNY Print & Sign Forms…… 13

Onboarding – Form I-9 …… 14

Email, CUNYfirst (CF) & Blackboard Access…... 16

Activate Your Email Account…… 17

Claim Your CUNYfirst Account……18

Payroll…… 19

NYS Payroll Online…… 20

Payroll – Teaching Adjunct…… 21

Payroll – Non-Teaching Adjunct…… 23

Non-Teaching Adjunct Timekeeping…… 24

Accessing Campus…… 25

Obtaining a CCNY ID Card…… 26

Information Technology …… 27

PSC-CUNY Union ….. 50

Health Insurance Eligibility Requirements for Teaching Adjuncts…… 52

Health Insurance Eligibility Requirements for Non-Teaching Adjuncts…… 53

Adjunct Accountabilities…… 54

Health Insurance Eligibility FAQs…… 55

Health Insurance Enrollment …… 56

Answers to Employee Premium Remittance FAQs…… 57

Answers to Mid-Year Qualifying Event FAQs…… 58

Answers to Open Enrollment/Annual Transfer Period FAQs…… 59

PSC-CUNY Welfare Fund…… 60

Benefits Notes and Resources…… 62

NYC Teachers' Retirement Plan…… 64

Deferred Compensation …… 65

Tuition Waiver …… 66

Paid Leave …… 67

Other Benefits…… 68

Mandatory Compliance Trainings & Important CUNY Policies…… 69

Annual New Faculty Orientation…… 70

Questions?..... 71

IMPORTANT KEY WORDS

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

IMPORTANT KEY WORDS

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

TEACHING ADJUNCT WORKLOAD LIMITATIONS

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

NON-TEACHING ADJUNCT WORKLOAD LIMITATIONS

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

COMBINED ADJUNCT WORKLOAD LIMITATIONS

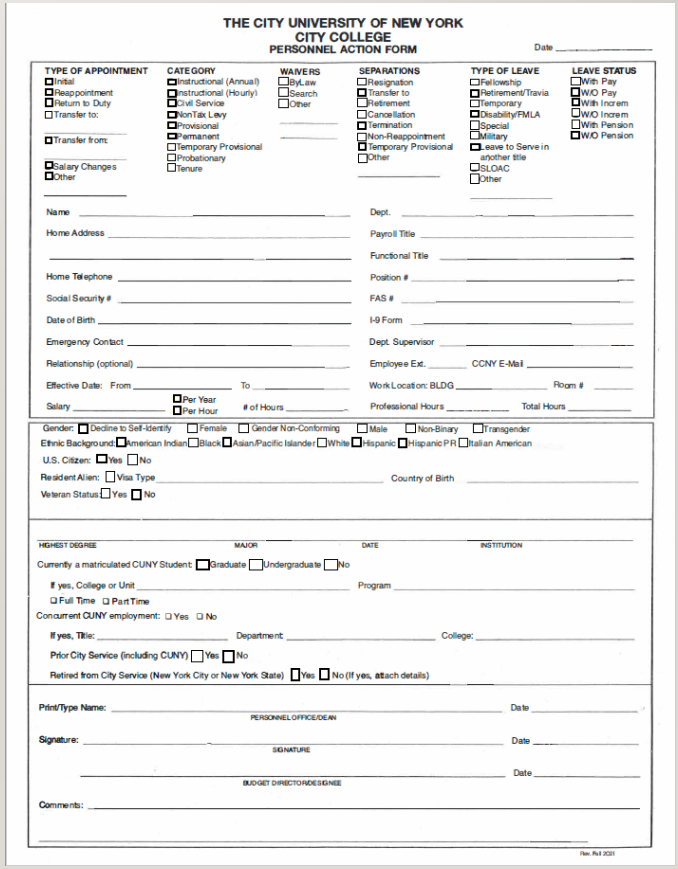
Total Teaching Hours	Permissible NTA Hours
If you are teaching 135 hours (Maximum)	0 Maximum NTA Hours Allowed
If you are teaching 120 hours	25 Maximum NTA Hours Allowed
If you are teaching 105 hours	50 Maximum NTA Hours Allowed
If you are teaching 90 hours	75 Maximum NTA Hours Allowed
If you are teaching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

ONBOARDING

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

ONBOARDING – PERSONNEL ACTION FORM (PAF)

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



THE CITY UNIVERSITY OF NEW YORK
CITY COLLEGE
PERSONNEL ACTION FORM

Date _____

TYPE OF APPOINTMENT
☐ Initial
☐ Reappointment
☐ Return to Duty
☐ Transfer to: _____
☐ Transfer from: _____
☐ Salary Changes
☐ Other _____

CATEGORY
☐ Instructional (Annual)
☐ Instructional (Hourly)
☐ Civil Service
☐ NonTax Levy
☐ Provisional
☐ Permanent
☐ Temporary Provisional
☐ Probationary
☐ Tenure

WAIVERS
☐ ByLaw
☐ Search
☐ Other _____

SEPARATIONS
☐ Resignation
☐ Transfer to
☐ Retirement
☐ Cancellation
☐ Termination
☐ Non-Reappointment
☐ Temporary Provisional
☐ Other _____

TYPE OF LEAVE
☐ Fellowship
☐ Retirement/Travia
☐ Temporary
☐ Disability/FMLA
☐ Special
☐ Military
☐ Leave to Serve in another title
☐ SLOAC
☐ Other _____

LEAVE STATUS
☐ With Pay
☐ W/O Pay
☐ With Increm
☐ W/O Increm
☐ With Pension
☐ W/O Pension

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

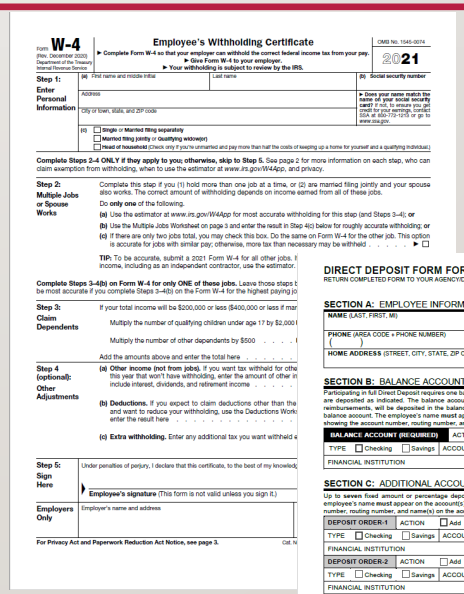
Gender: ☐ Decline to Self-Identify ☐ Female ☐ Gender Non-Conforming ☐ Male ☐ Non-Binary ☐ Transgender
Ethnic Background: ☐ American Indian ☐ Black ☐ Asian/Pacific Islander ☐ White ☐ Hispanic ☐ Hispanic PR ☐ Italian American
U.S. Citizen: ☐ Yes ☐ No
Resident Alien: ☐ Visa Type _____ Country of Birth _____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

ONBOARDING – PAYROLL FORMS

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



Form **W-4** (Rev. December 2020)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
► Give Form W-4 to your employer.
► Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2021

Step 1: Enter Personal Information

(a) First name and middle initial | Last name | (b) Social security number

Address

► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

City or town, state, and ZIP code

(c) ☐ Single or Married filing separately
☐ Married filing jointly or Qualifying widow(er)
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ► ☐

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps b be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying jo

Step 3: Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if mar

Multiply the number of qualifying children under age 17 by $2,000 .

Multiply the number of other dependents by $500 . . . .

Add the amounts above and enter the total here . . . . . .

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for othe this year that won't have withholding, enter the amount of other in include interest, dividends, and retirement income . . . . . .

(b) **Deductions.** If you expect to claim deductions other than the and want to reduce your withholding, use the Deductions Work enter the result here . . . . . .

(c) **Extra withholding.** Enter any additional tax you want withheld

Step 5: Sign Here

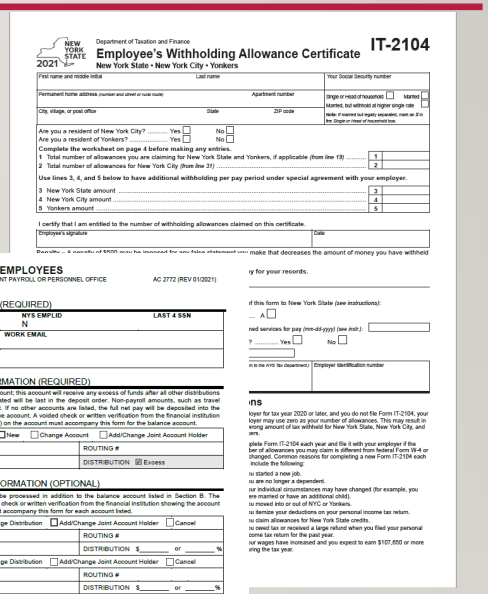
Under penalties of perjury, I declare that this certificate, to the best of my knowled

Employee's signature (This form is not valid unless you sign it.)

Employers Only

Employer's name and address

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. N



NEW YORK STATE 2021

Department of Taxation and Finance

Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

IT-2104

First name and middle initial | Last name | Your Social Security number

Permanent home address (number and street or rural route) | Apartment number

City, village, or post office | State | ZIP code

☐ Single or Head of household ☐ Married
☐ Married, but withhold at higher single rate

Note: If married but legally separated, mark an X in the *Single or Head of household* box.

Are you a resident of New York City? ..... Yes ☐ No ☐
Are you a resident of Yonkers? ..... Yes ☐ No ☐

Complete the worksheet on page 4 before making any entries.

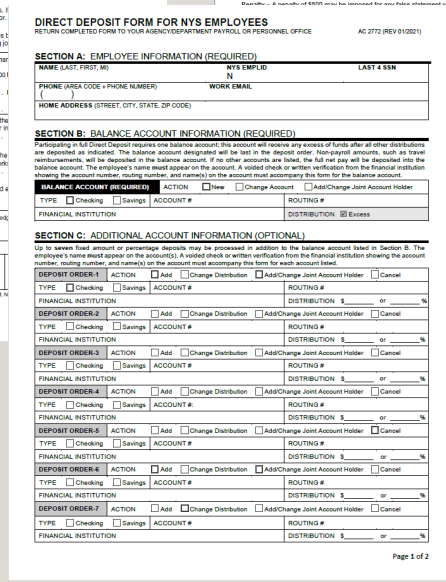
1 Total number of allowances you are claiming for New York State and Yonkers, if applicable *(from line 19)* 1
2 Total number of allowances for New York City *(from line 31)* 2

Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.

3 New York State amount 3
4 New York City amount 4
5 Yonkers amount 5

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Employee's signature | Date



DIRECT DEPOSIT FORM FOR NYS EMPLOYEES

RETURN COMPLETED FORM TO YOUR AGENCY/DEPARTMENT PAYROLL OR PERSONNEL OFFICE

AC 2772 (REV 01/2021)

SECTION A: EMPLOYEE INFORMATION (REQUIRED)

NAME (LAST, FIRST, MI) | NYS EMPLID: N | LAST 4 SSN

PHONE (AREA CODE + PHONE NUMBER) ( ) | WORK EMAIL

HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)

SECTION B: BALANCE ACCOUNT INFORMATION (REQUIRED)

Participating in full Direct Deposit requires one balance account; this account will receive any excess of funds after all other distributions are deposited as indicated. The balance account designated will be last in the deposit order. Non-payroll amounts, such as travel reimbursements, will be deposited in the balance account. If no other accounts are listed, the full net pay will be deposited into the balance account. The employee's name must appear on the account. A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for the balance account.

BALANCE ACCOUNT (REQUIRED)	ACTION ☐ New ☐ Change Account ☐ Add/Change Joint Account Holder	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION ☑ Excess

SECTION C: ADDITIONAL ACCOUNT INFORMATION (OPTIONAL)

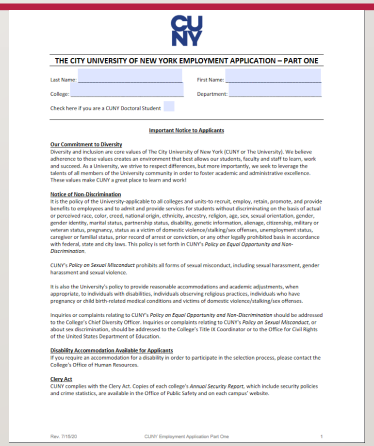
Up to **seven** fixed amount or percentage deposits may be processed in addition to the balance account listed in Section B. The employee's name **must** appear on the account(s). A voided check or written verification from the financial institution showing the account number, routing number, and name(s) on the account must accompany this form for each account listed.

DEPOSIT ORDER-1	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%
DEPOSIT ORDER-2	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%
DEPOSIT ORDER-3	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%
DEPOSIT ORDER-4	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%
DEPOSIT ORDER-5	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%
DEPOSIT ORDER-6	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%
DEPOSIT ORDER-7	ACTION ☐ Add ☐ Change Distribution ☐ Add/Change Joint Account Holder ☐ Cancel	
TYPE ☐ Checking ☐ Savings	ACCOUNT #	ROUTING #
FINANCIAL INSTITUTION		DISTRIBUTION $_____ or _____%

Page 1 of 2

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



THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART ONE

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

Important Notice to Applicants

Our Commitment to Diversity
Diversity and inclusion are core values of The City University of New York (CUNY or The University). We believe adherence to those 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 seek to leverage the talents of all members of the University community in order to foster academic and administrative excellence. These values make CUNY a great 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, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY's *Policy on Equal Opportunity and Non-Discrimination*.

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

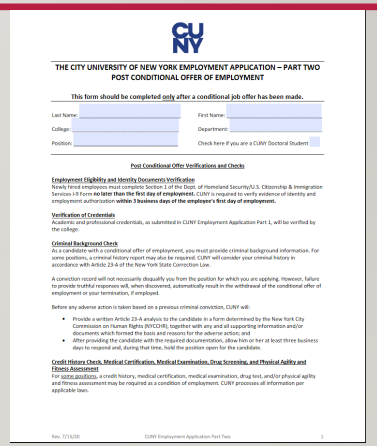
It is also the University's policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or child birth-related medical conditions and victims of domestic violence/stalking/sex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

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 Misconduct*, or about sex 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.

Clery Act
CUNY complies with the Clery Act. Copies of each college's *Annual Security Report*, which include security policies and crime statistics, are available in the Office of Public Safety and on each campus' website.

Rev. 7/19/20 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 Documents Verification
Newly hired employees must complete Section 1 of the Dept. of Homeland Security/U.S. Citizenship & Immigration Services I-9 Form **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 candidate with a conditional offer of employment, you must provide criminal background information. For some positions, a criminal history report may also be required. CUNY will consider your criminal history in accordance with Article 23-A of the New York State Correction Law.

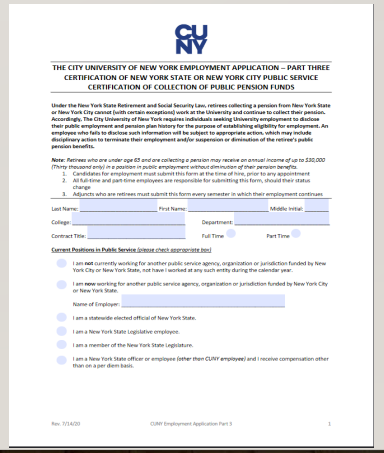
A conviction record will not necessarily disqualify you from the position for which you are applying. However, failure to provide truthful responses will, when discovered, automatically result in the withdrawal of the conditional offer of employment or your termination, if employed.

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/or 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 Agility and Fitness Assessment
For some positions, a credit history, medical certification, medical examination, drug test, and/or physical agility and fitness assessment may be required as a condition of employment. CUNY processes all information per applicable laws.

Rev. 7/15/20 CUNY Employment Application Part Two 1



THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION – PART THREE
CERTIFICATION OF NEW YORK STATE OR NEW YORK CITY PUBLIC SERVICE
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 diminution of the retiree's public pension benefits.

***Note:** Retirees who are under age 65 and are collecting a pension may receive an annual income of up to $30,000 (Thirty thousand only) in a position in public employment without diminution of their pension benefits.*

1. Candidates for employment must submit this form at the time of hire, prior to any appointment
2. All full-time and part-time employees are responsible for submitting this form, should their status change
3. Adjuncts 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 *(please check appropriate box)*

I am **not** currently working for another public service agency, organization or jurisdiction funded by New York City or New York State, not 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:

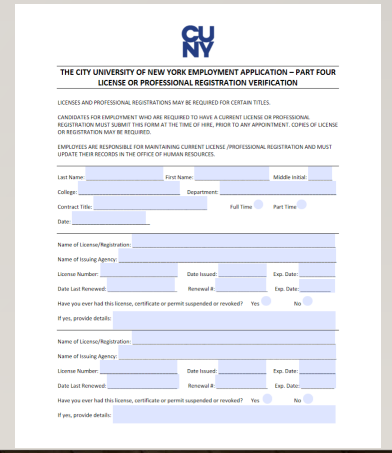
I am a statewide elected official of New York State.

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. 7/14/20 CUNY Employment Application Part 3 1



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

LICENSES AND PROFESSIONAL REGISTRATIONS MAY BE REQUIRED FOR CERTAIN TITLES.

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

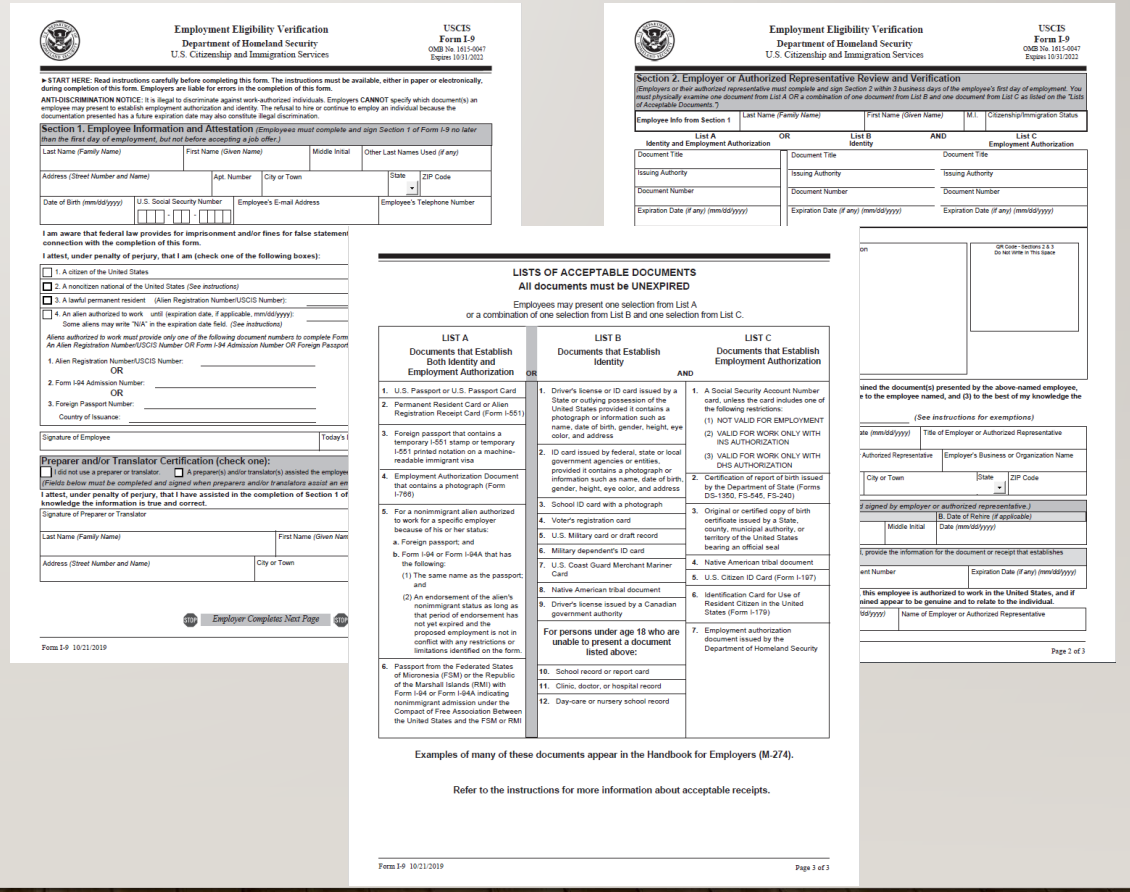
Name of License/Registration:
Name of Issuing Agency:
License Number: Date Issued: Exp. Date:
Date Last Renewed: Renewal #: Exp. Date:
Have you ever had this license, certificate or permit suspended or revoked? Yes No
If yes, provide details:

ONBOARDING – 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.



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

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

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.)

Section 2. Employer or Authorized Representative Review and Verification

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	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		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 INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				

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

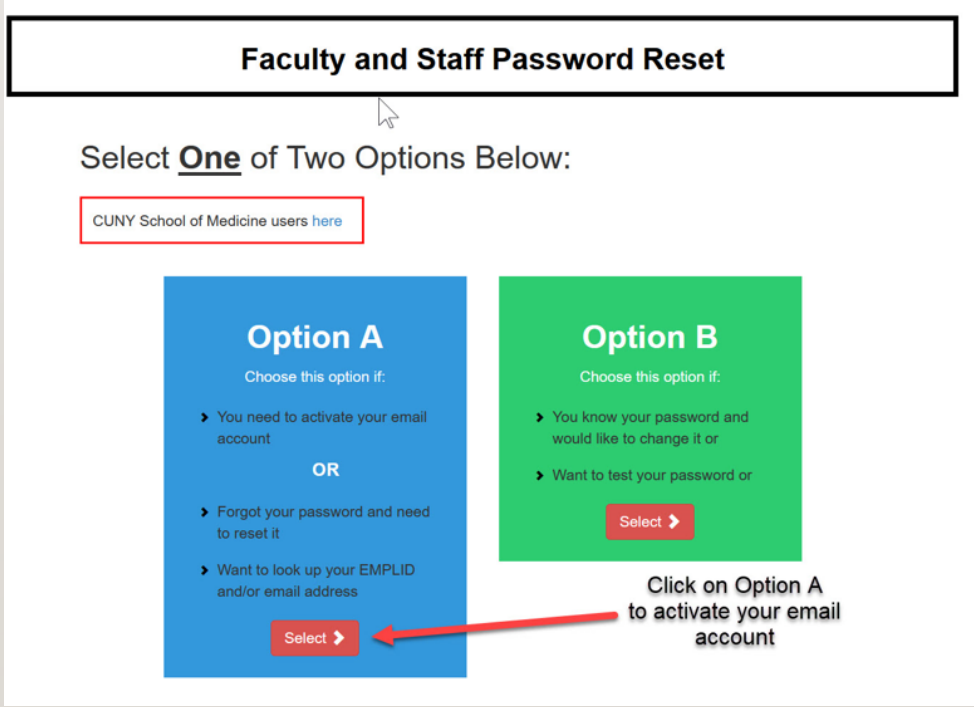
- Once your Onboarding Paperwork is processed, your CUNYfirst and email accounts will be created.

- 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.

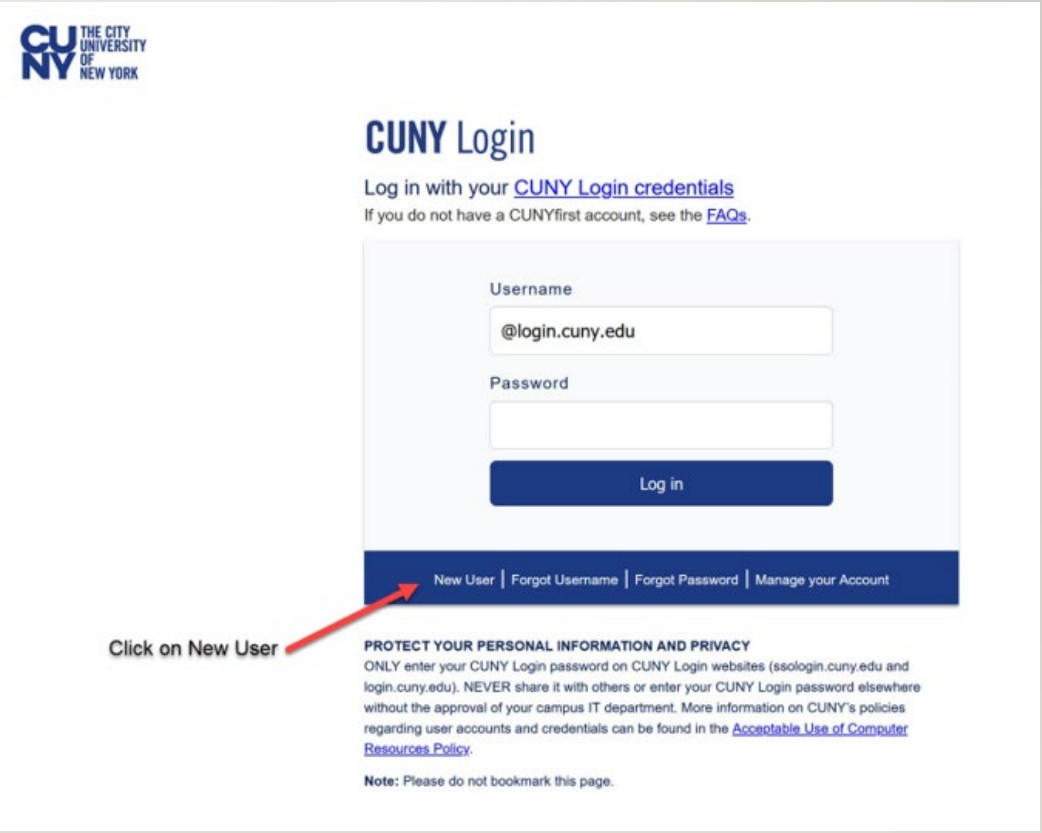
ACTIVATE YOUR EMAIL ACCOUNT

- 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.
- More information can be found here, as well as mobile device email setup https://www.ccny.cuny.edu/it/e-mail
- Visit https://reset.ccny.cuny.edu to reset your password



CLAIM YOUR CUNYFIRST ACCOUNT

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



PAYROLL

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

NEW YORK STATE PAYROLL ONLINE

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

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

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

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

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

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

PAYROLL – TEACHING ADJUNCT

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

PAYROLL – TEACHING ADJUNCT

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

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

PAYROLL – NON-TEACHING ADJUNCT

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

NON-TEACHING ADJUNCT TIMEKEEPING

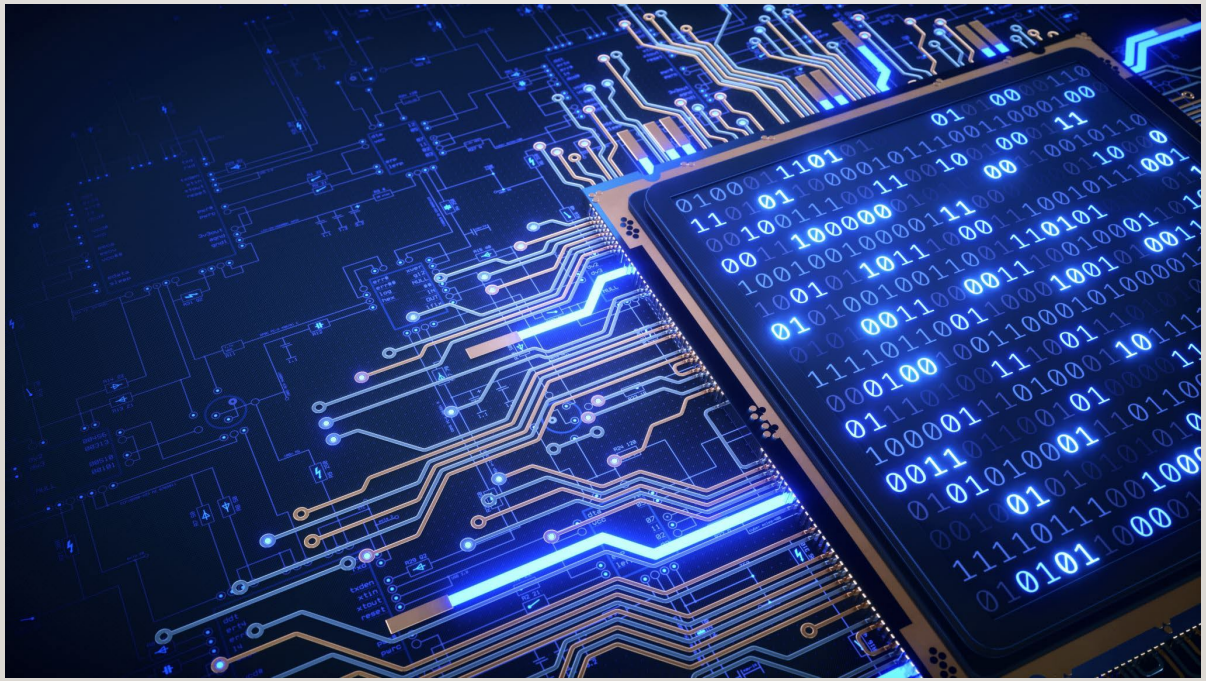
- In order to submit timesheets, please follow the steps below:
  - Log in to the Central Timekeeping Portal at https://portal.ccny.cuny.edu/depts/hr/timesheet_hr/signin.php with your CCNY staff email login credentials
  - Fill in the following information on your timesheet: Title, Department, Hourly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

ACCESSING CAMPUS

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.

INFORMATION TECHNOLOGY



WIRELESS SERVICES

- CCNY provides wireless network access to all active students, faculty, staff and authorized guests.

- Student, Faculty, and Staff can log in to CCNY's wireless network "ccny-wifi" using their CCNY email id and password.
  Eduroam is available at CUNY campuses and other universities, use your CUNY Login ID to join "eduroam" wireless network.
  Visit https://eduroam.org/where/ for non-CUNY locations.

- Users must adhere to the **CUNY Computer Users Responsibilities Policy**, as well as this **CCNY Wireless Network Access Policy.**

- More info here:
  https://www.ccny.cuny.edu/it/security_wireless-network-access-policy

DROPBOX CLOUD STORAGE

- The City University of New York is providing Dropbox and Dropbox Paper to all active CUNY students, faculty and administrative staff.
- You can use these tools to store and access files from different devices, share files, and collaborate on content.
- The Training Resources section will help you get started.
- More info here: https://www.cuny.edu/about/administration/offices/cis/technology-services/dropbox/

MICROSOFT OFFICE 365 SUITE

- CUNY is providing Microsoft Office 365 for Education to all active faculty and staff via the Microsoft Office in Education program.

- The license remains active until you leave the University, at which point it will be in read-only mode and you will be prompted to pay a license fee to Microsoft or stop using Microsoft Office 365 for Education.

MICROSOFT OFFICE 365 SUITE

- The Microsoft Office 365 for Education suite includes OneDrive for Business, SharePoint, Yammer, Skype for business
- As well as widely used Microsoft applications such as Word, Excel, PowerPoint and the downloadable Office ProPlus suite.
- It also includes 1 TB of storage per user.
- More info and training here: https://www.cuny.edu/about/administration/offices/cis/technology-services/microsoft-office-365-for-education/#1559833338750-e9daad15-c010

MICROSOFT OFFICE 365 - ONEDRIVE

- CUNY supports Microsoft Office 365 for Education for Faculty and Staff
- Offers various business collaboration tools such as OneDrive for Business (OneDrive-CUNY).
- OneDrive for Business is the faculty and staff online storage space in the cloud.

MICROSOFT OFFICE 365 - ONEDRIVE

- YOU CAN USE IT TO:
  - Store your personal files across multiple devices
  - Share your files with colleagues and students
  - Edit documents together in real time

- ONEDRIVE FOR BUSINESS MAJOR BENEFITS INCLUDE:
  - Ability to drag and drop folders
    (users no longer need to re-create folders)
  - Share files with colleagues
  - Synchronize files to your desktop through the OneDrive App

- IT OFFERS 1 TB OF STORAGE PER USER.

- MORE INFO HERE: HTTPS://WWW.GC.CUNY.EDU/NEWS/ALL-NEWS/DETAIL?ID=48015

MICROSOFT OFFICE 365 - TEAMS

- Microsoft Teams is an online collaboration workspace that brings together:
  - Instant messaging
  - Threaded conversations
  - Meetings
  - Audio or video calls
  - Desktop and file sharing, and more.

- Teams can be downloaded and installed as a desktop application or used online from within web interface.

- Available to all students, faculty and staff.

MICROSOFT OFFICE 365 - TEAMS

- It makes communicating one-on-one and with groups easy!
  - Enjoy seamless real-time collaboration
  - Host an audio conference
  - Schedule small group or team meetings
  - Post an email in a thread to keep everyone in the loop
  - Search for public teams to collaborate on shared projects
  - See past content and chat history anytime

- Please log in with your CUNYfirst Login credentials
  (*firstname.lastname*##@login.cuny.edu)

- More info here:
  https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Information-Technology/IT-Service-Catalog/Microsoft-Teams

BLACKBOARD

- Blackboard is the preferred Learning Management System available at CUNY
- Support can be found at the link here: https://www.ccny.cuny.edu/tlc

Blackboard®

Office of Information Technology

The City College of New York

BRIGHTSPACE

- City College is transitioning to Brightspace on January 1, 2025
- Support can be found at the link here: https://www.ccny.cuny.edu/tlc

Questions regarding Brightspace Training, please contact Marcel Hidalgo-Torres at mhidalgotorres@ccny.cuny.edu or at tlc@ccny.cuny.edu.

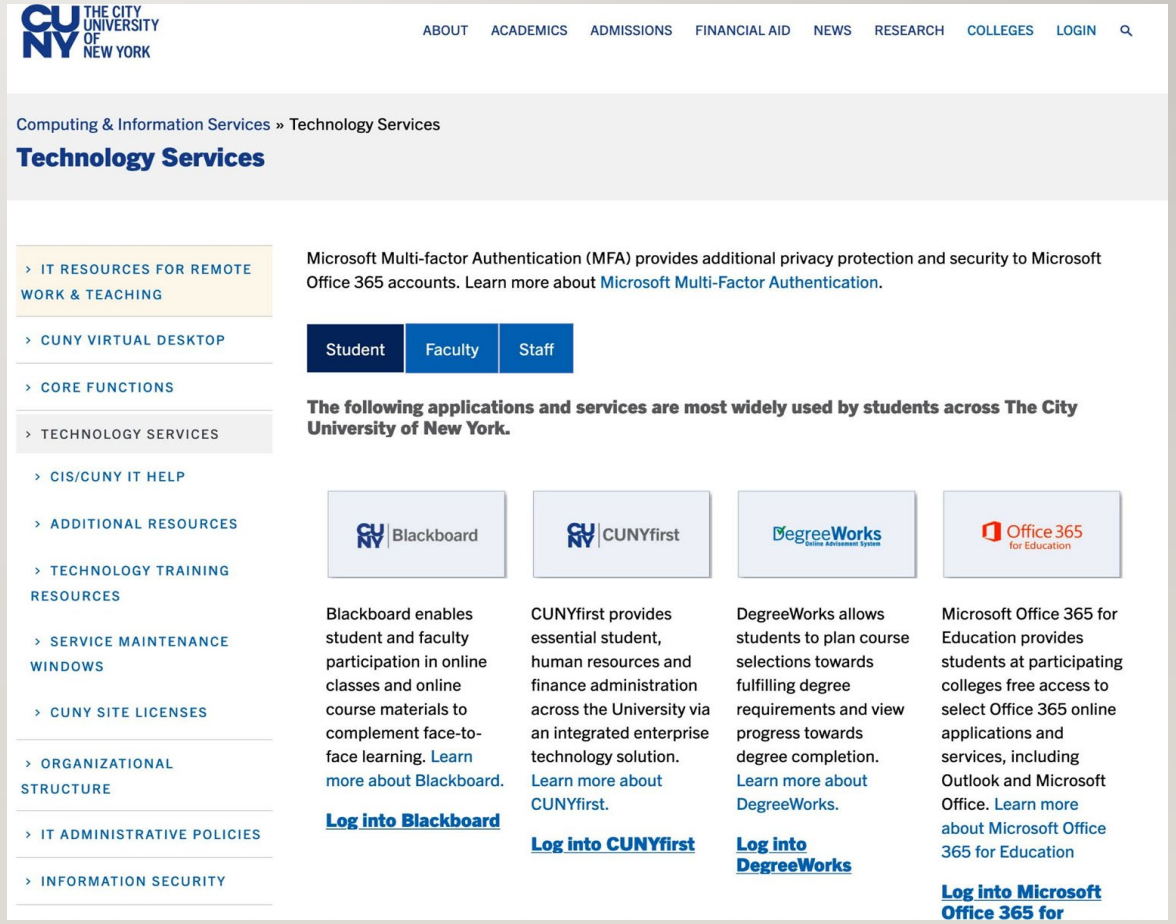
Date	Time	Event	Zoom Link
October 28	4:00 PM	Building Your Course in Brightspace: Working with Blackboard Content	Register here
November 1	11:00 AM	Point Grade Center	Register here
November 4	4:00 PM	Building Your Course in Brightspace: Working with Blackboard Content	Register here
November 15	11:00 AM	Weighted Grade Center	Register here
November 15	12:00 PM	Building Your Course in Brightspace: Working with Blackboard Content	Register here
November 15	4:00 PM	Quizzes/Assignments	Register here
November 18	4:00 PM	Building Your Course in Brightspace: Working with Blackboard Content	Register here
November 29	12:00 PM	Course Site Design	Register here
December 2	4:00 PM	Building Your Course in Brightspace: Working with Blackboard Content	Register here
December 6	11:00 AM	Point Grade Center	Register here
December 9	4:00 PM	Building Your Course in Brightspace: Working with Blackboard Content	Register here
December 13	12:00 PM	Course Site Design	Register here
December 13	4:00 PM	Quizzes/Assignments	Register here
December 20	11:00 AM	Weighted Grade Center	Register here

CCNY SECURE TRANSFER PORTAL

- Everybody has this capability automatically, visit https://securetransfer.ccny.cuny.edu
- This platform is convenient for individuals, offices and departments that need to send and/or receive sensitive or large files.
- Doesn't have the restrictions for storing/sharing sensitive files, as does Dropbox and Onedrive.
- More info here: https://www.ccny.cuny.edu/it/secure-transfer-april-28-2020

CUNY WIDE TECHNOLOGY SERVICES

- A list of CUNY wide technology services available to faculty/staff.
- More info here: https://www.cuny.edu/about/administration/offices/cis/technology-services



CCNY TECHNOLOGY SERVICES

- Listed below contains information, instructions, and video tutorials about using available technology in OIT/ATS supported teaching spaces and conference rooms collectively referred to as Smart Rooms.

  https://www.ccny.cuny.edu/it/presentation-instructions-and-tutorials

- A full list of teaching spaces and conference rooms with audio visual and presentation technologies for use with laptops, smart phones and tablets can be found here:

  https://www.ccny.cuny.edu/it/smartroom-locations-and-capabilities

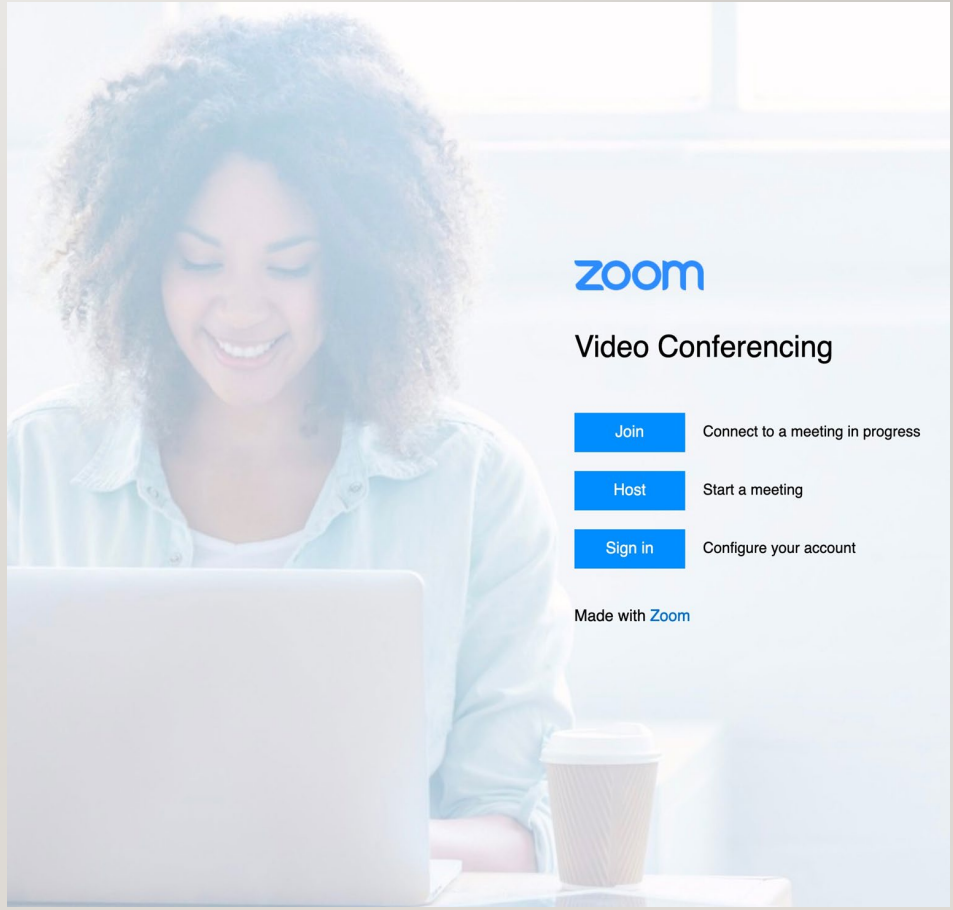
ZOOM VIDEO CONFERENCING SERVICE

- You can activate your zoom account here.
  https://ccny.zoom.us/

- Select Sign in: Configure your account
  Enter CCNY Email Credentials*
  (i.e. jdoe@ccny.cuny.edu or jdoe000@citymail.cuny.edu)

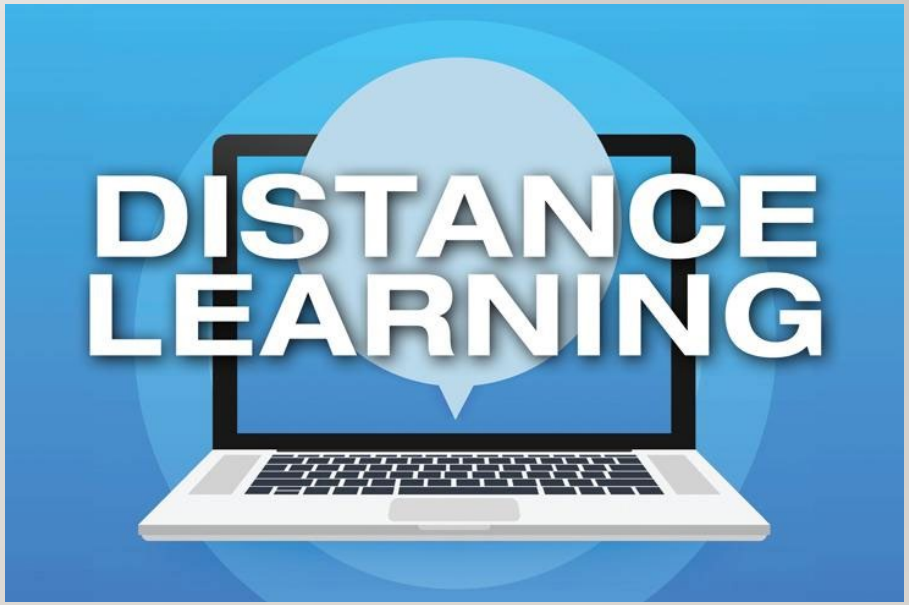
  Note, your login credentials for CCNY are separate from CUNY

- More info here: https://www.ccny.cuny.edu/it/conferencing-services



DISTANCE LEARNING & TELECOMMUNICATING

- There are multiple options for distance learning and telecommuting
  - Blackboard Collaborate Ultra
  - Zoom
- Options for distance learning and telecommuting are presented here https://www.ccny.cuny.edu/it/distance-learning-guide



DEVICE LOAN REQUESTS

CCNY has many devices available to students, faculty, and staff to loan. On a first-come, first-served basis. To request a loaner device, please visit the CCNY Device Loaner Request website: https://portal.ccny.cuny.edu/depts/oit/cuny_loaner/login.php

Faculty & Staff can borrow audio-visual presentation cables and adapters using our Webcheckout Portal.

https://webcheckout.ccny.cuny.edu/

SMART ROOMS - VIA CONNECT

Academic Technology Services (ATS) has outfitted many classrooms and lecture hall locations with a projector, projection screen, audio speakers, and an audio and video input interface.

Use with laptops, document cameras, and other audio/video devices.

Wireless presentation services are available in various North Academic Center (NAC) smart classrooms with laptops, smartphones, and tablets.

Please visit the iMEDIA Reservation Desk at NA 1/204 for a tutorial on connecting your device to a classroom.

HDMI cables and adapters are available in classrooms where wireless presentation is unavailable.

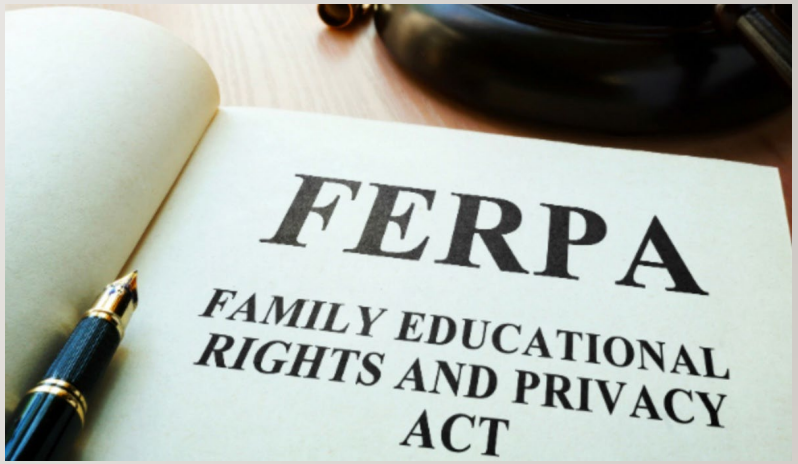
Video Tutorial on downloading VIA on PC and Apple devices:
Apple Laptop: https://www.youtube.com/watch?v=6CV7S7tciy8
PC Laptop: https://www.youtube.com/watch?v=bj_7nSm-o2Y

CCNY VIRTUAL PRIVATE NETWORKS (VPN)

- A VPN be requested to be provided pending approval by a Chairperson, Dean or Vice President

- More info here: https://www.ccny.cuny.edu/it/vpn-access-request

CCNY FACULTY / STAFF FERPA TRAINING



- FERPA stands for the Family Educational Rights and Privacy Act
- It is the primary law that protects the confidentiality of students' education records.
- This training is designed to provide faculty and staff a basic understanding of the confidentiality protections that federal law affords the records that colleges and universities maintain about their students.
- You must complete this tutorial and pass the quiz in order to access student data.
- More info here: https://apps.ccny.cuny.edu/ferpa

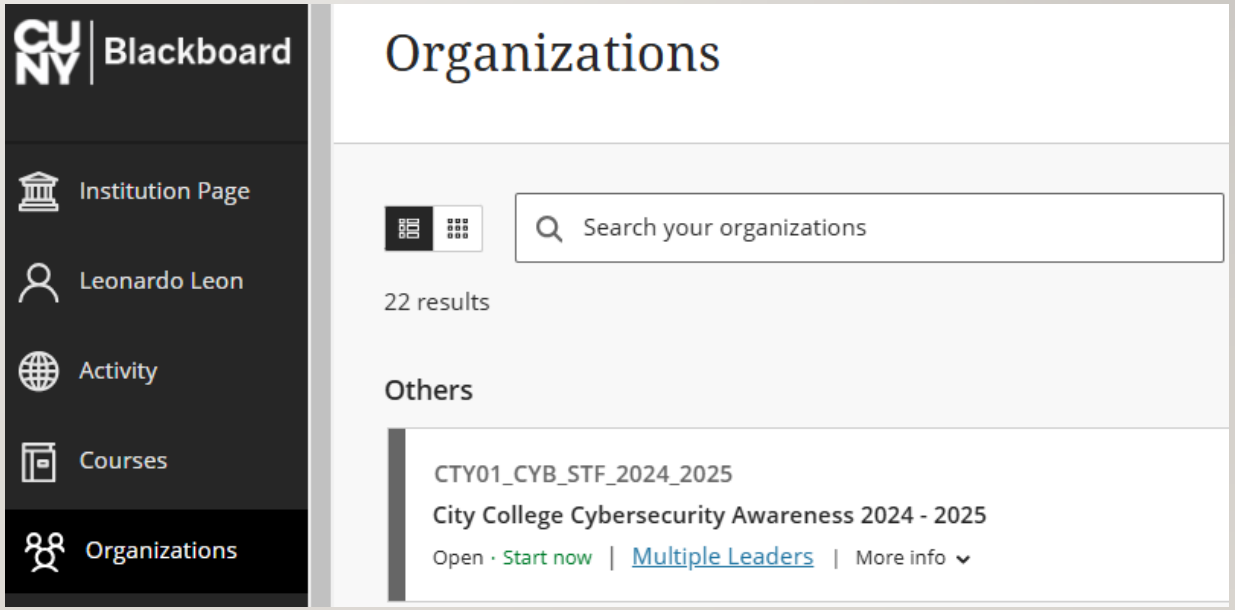
CUNY IT ADMINISTRATIVE POLICIES

- CUNY has multiple IT policies governing the use of the CUNY network and facilities such as security, copyright, acceptable use and privacy.

- More info here: www.cuny.edu/about/administration/offices/cis/it-policies/

CUNY CYBERSECURITY AWARENESS

- Self-pace training
- All staff, faculty and students are required to complete the Cybersecurity Awareness Training by **December 15, 2024**



Office of Information Technology

The City College of New York

We ask that all technology related user service issues and inquiries be initiated through the IT Service Desk.

Please Call 212-650-7878 or send an email to servicedesk@ccny.cuny.edu with a detailed description and contact information

PROFESSIONAL STAFF CONGRESS (PSC) MEMBERSHIP

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

Benefits

Eligibility, Enrollment & More…

HEALTH INSURANCE ELIGIBILITY REQUIREMENTS FOR TEACHING ADJUNCTS

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

- Completed adjunct instruction at CUNY in the two consecutive semesters immediately preceding the semester in which the Adjunct is applying.

- Must work and maintain at least 6 teaching hours per week in the semester that the Adjunct is applying for coverage and thereafter.

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

HEALTH INSURANCE ELIGIBILITY REQUIREMENTS FOR NON-TEACHING ADJUNCTS

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

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

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

ADJUNCT ACCOUNTABILITIES

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

HEALTH INSURANCE ELIGIBILITY FAQS

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

HEALTH INSURANCE ENROLLMENT PROCEDURE

- Adjunct Health Insurance Application and supporting documents are found at:

Adjunct Health Insurance Information and Procedures

- Once completed, applications and supporting documents should be submitted via the

HR Secure Transfer File Email Portal

- Once the application is submitted, please inform Benefits Coordinator, Kristina Seecharran at kseecharran@ccny.cuny.edu
- Health Insurance, Dental and Prescription member ID cards will be mailed directly from the carrier to the address listed on the ERB.

ANSWERS TO EMPLOYEE PREMIUM REMITTANCE FAQS

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

ANSWERS TO MID-YEAR QUALIFYING EVENT FAQS

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

ANSWERS TO OPEN ENROLLMENT/ANNUAL TRANSFER PERIOD FAQS

- The Open Enrollment/Annual Transfer Period is in the fall each year.
- Open Enrollment/Annual Transfer Period applicants will have an effective date of January 1 of the following year.
- Employees changing coverage will need to submit a new health insurance enrollment package: Adjunct Health Insurance Information and Procedures
- Once completed, applications and supporting documents should be submitted via the

HR Secure Transfer File Email Portal

- Once the application is submitted, please inform Benefits Coordinator Kristina Seecharran at kseecharran@ccny.cuny.edu
- Employees who elect a health insurance plan with a premium during Open Enrollment should expect to see their first deduction (January premium) on the first business day of December.

PSC-CUNY WELFARE FUND

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

PSC-CUNY WELFARE FUND FAQS

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

BENEFITS NOTES AND RESOURCES

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

NOTES AND RESOURCES

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

NYC TEACHERS' RETIREMENT PLAN

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

TAX DEFERRED ANNUITY & DEFERRED COMPENSATION PLAN

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

CUNY EMPLOYEE TUITION WAIVER

- An adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on a space available basis.
- For more information about the CUNY Employee Tuition Waiver Benefit visit https://www.cuny.edu/about/administration/offices/hr/benefits/tuition-waiver/#161245649585 1-9e5802e8-3e8d or contact Human Resources at Adjunctservices@ccny.cuny.edu .

PAID LEAVE

- Adjuncts may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, in writing.
- Non-Teaching Adjuncts may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, for teaching 225 hours a semester you will be excused for 15 hours.
- Teaching Adjuncts may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, if you teach one three-hour course you may be excused for three hours during the semester, without loss of pay.

OTHER BENEFITS

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

- NYS Paid Family Leave
- CCA@YourService CUNY Work/Life Program
- EdenRed – Transit Benefit
- CUNY e-Mall
- COVID-19 Leave
- Tuition Waiver

Campus Fitness Center – (Free Access)

Parking

Professional Development

Federal Credit Union Membership - MCU/PenFed

MANDATORY COMPLIANCE TRAININGS & IMPORTANT CUNY POLICIES

- New employees are required to complete the **Employee Sexual and Interpersonal Violence prevention and Response Course (ESPARC**) and the **Workplace Violence Awareness and Prevention Training** within 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.
- Please review CUNY's Policy on Sexual Misconduct visit https://www.cuny.edu/wp-content/uploads/sites/4/media-assets/FINAL-Policy-on-Sexual-Misconduct-August-14-2020.pdf
- Please review CUNY's Policy on Violence Prevention visit http://policy.cuny.edu/general-policy/article-vi/#policy_6.09
- Please review other important CUNY policies are at https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/#hr_policies

ANNUAL NEW FACULTY ORIENTATION

FULL TIME FACULTY AND TEACHING ADJUNCTS

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 adjunctservices@ccny.cuny.edu , your department's Human Resources Coordinator (HRC), or your Department Chair.