

August 14, 2013

Dear Colleagues:

The Office of Human Resources announces the launch of CUNY's new uniform bi-weekly timesheet, replacing the monthly timesheet, for employees in the Higher Education Officer or College Laboratory Technician series and for Research Assistant and Research Associate staff. This new uniform bi-weekly timesheet will be used at City College effective September 5, 2013.

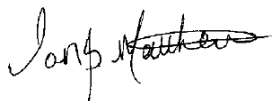
The uniform bi-weekly timesheet marks the beginning of the integration of CUNY's payroll system with timekeeping and provides the ability to implement a system of checks and balances to ensure that overpayments are eliminated. It will also facilitate the incorporation of the New York State Payroll System with CUNYfirst and CUNY's new integrated human resources management structure.

In the coming weeks, as an employee in the Higher Education Officer or College Laboratory Technician series, or if you are a Research Assistant or Research Associate, you will receive an email communication with the full details including instructions and procedures on the new bi-weekly timesheet. There will also be Town Hall meetings where you will have an opportunity to ask questions about the new bi-weekly timesheet submission process. Further information will also be available on the Human Resources webpage. Please expect this urgent email to come soon.

In the meantime, please continue to submit your monthly timesheet for the month of August, due to SH-92 by September 9, 2013.

If you have immediate questions, please feel free to contact your timekeeper, Amrita Lal at (212) 650-7513.

Sincerely,



Ian B. Matthew-Clayton
Director of Human Resources Operations