



Shepard Hall, Room 50  
160 Convent Avenue  
New York, New York 10031  
TEL: 212.650.7226  
FAX: 212.650.7504  
www.cuny.cuny.edu

OFFICE OF HUMAN RESOURCES

**To:** Faculty and Staff with Direct Deposit  
**Cc:** Executives And Administrative Coordinators  
**From:** John Siderakis, Deputy Director of Human Resources  
**Date:** January 26, 2012  
**Subject:** HR Pay Stub Distribution Initiative

---

The Office of Human Resources is pleased to announce the launch of a new campus-wide Pay Stub Distribution Initiative. A pay stub is the written statement summarizing the details of the paycheck that has been directly deposited into your bank account. In the past, pay stubs have been mailed to the home of all faculty and staff with direct deposit.

Effective February 9, 2012, all faculty and staff with direct deposit will pick up their pay stubs from their respective department's administrative office. Please refer to the attached list on page three for further details on which administrative office to contact.

During the past several months HR has distributed (and not mailed) pay stubs to select departments on campus and has held focus groups to test the implementation of this new initiative. The feedback we received was very positive and was vital in developing this initiative for a campus-wide launch. This new process will provide you with quicker access to your payroll information and will ultimately save the college thousands of dollars a year in postage.

This initiative does not affect employees who do not have direct deposit (i.e.: receive their paycheck from the Bursar's Office on paydays).

For any further questions, please feel free to reach out to the Payroll Office at (212) 650 7238.

Below please find some general FAQ's that will provide you further information on this new initiative.

## FAQ's

### **I pick up my paycheck from the Bursar's Office every two weeks. Will this initiative affect me?**

- No. This initiative applies to faculty and staff with direct deposit of their pay.

### **I have direct deposit. Will this initiative change how I get my pay stub?**

- Yes. Instead of getting your pay stub mailed to your home you will now pick up your pay stub from your department's administrative office. Please refer to the attached list for further details on which administrative office to contact.

### **When will I get my pay stub?**

- Your pay stub will be available at your department's administrative office every pay day Thursday, if not sooner.

### **Will this initiative affect the date that my pay is deposited into my bank account?**

- No. Your paycheck will continue to be deposited automatically into your bank account every payday Thursday.

### **What happens if I work in the evening when the main department office is closed? How will I get my pay stub?**

- In the event you are unable to make it before the office closes, the department will hold your pay stub or will set-up a time to accommodate you. Alternatively, you may contact your department to make special arrangements.

### **What happens if I am off campus for an extended period of time (such as a vacation, paid leave of absence, etc)?**

- The department will hold the pay stubs until you are on campus and able to pick them up. Alternatively, you may contact your department to make special arrangements.

### **What if I work for multiple departments?**

- If you are uncertain which department will have your pay stub, please contact the Payroll Office (Shepard Hall, Room 92) at (212) 650 7238.

## Campus Locations - Pay Stub Distribution Initiative

| Division/ Department                       | Contact                 | Location* | Phone extension      | Email                       |
|--|-------------------------|-----------|----------------------|-----------------------------|
| Affirmative Action                         | Steven Gonzalez         | A 204     | 7333                 | sgonzalez@ccny.cuny.edu     |
| Campus Planning & Facilities               | Khadesha Maxim          | CG 04     | 5075                 | kmaxim@ccny.cuny.edu        |
| Public Safety                              | Lt. Doug White          | NAC 4/201 | 7996                 | dwhite@ccny.cuny.edu        |
| Center for Excellence, Teaching & Learning | Bruce Rosenbloom        | NAC 4/220 | 6232                 | brosenbloom@ccny.cuny.edu   |
| Communications                             | Linda Hargraves         | SH 176    | 5310                 | lhargraves@ccny.cuny.edu    |
| Adult & Continuing Education               | Ingrid Moore            | SH 2      | 7172                 | imoore@ccny.cuny.edu        |
| Division of Humanities & Arts              | Moe Liu-D' Albero       | NAC 5/225 | 6130                 | MLD@ccny.cuny.edu           |
| Division of Science                        | Jonathan Batista        | MR 1320   | 7942                 | jbatisa@ccny.cuny.edu       |
| Dean of Social Science                     | Virgina Warner          | NAC 6141  | 5858                 | vwarner@ccny.cuny.edu       |
| Dean of Interdisciplinary Studies          | C. Davi Saroop          | CWE       | 212-925-6625 ext:238 | dsaroop@ccny.cuny.edu       |
| Enrollment Management                      | Jeannette K. Jones      | A 101     | 6908                 | jjones@ccny.cuny.edu        |
| Finance and Administration                 | Jael Jones              | A 305     | 7401                 | jjones2@ccny.cuny.edu       |
| Executive Counsel to the President         | Paul F. Occhiogrosso    | A 200     | 8276                 | pocchiogrosso@ccny.cuny.edu |
| Faculty Senate                             | Barbara Blair           | SH 150    | 5365                 | bblair@ccny.cuny.edu        |
| Gateway Inst Pre-College Ed                | Patty Rout              | H 14      | 6255                 | prout@ccny.cuny.edu         |
| Gateway Academy                            | Nazia Naeem             | NAC 1/219 | 6115                 | malexandre@ccny.cuny.edu    |
| Honors Program                             | Robin Villa             | NAC 4/150 | 8471                 | rvilla@ccny.cuny.edu        |
| Human Resources                            | Yahaira Colon           | SH 50     | 7226                 | ycolon01@ccny.cuny.edu      |
| Payroll                                    | Joan Harris             | SH 92     | 7238                 | jharris@ccny.cuny.edu       |
| Institute CUNY Urban Systems               | Camille Kamga           | MR 910    | 8087                 | ckamga@ccny.cuny.edu        |
| Institute, Ultrafast Spectro               | Kestutis Sutkus         | MR 234    | 5522                 | ksutkus@ccny.cuny.edu       |
| Library                                    | Ebe De Leon             | NAC 5/333 | 7271                 | epdeleon@ccny.cuny.edu      |
| NYC Alliance For Minority Participation    | Jeanette Schnabel       | MR 14     | 8852                 | jschnabel@ccny.cuny.edu     |
| President's Office                         | Teresa Flemming         | A 300     | 7285                 | tflemming@ccny.cuny.edu     |
| Provost's Office                           | Luisa Hassan            | A 218     | 8419                 | luisa@ccny.cuny.edu         |
| Architecture                               | Camille Hall            | SSA 121   | 8727                 | chall@ccny.cuny.edu         |
| IT   | Otto Marte              | NAC 4/225 | 6190                 | marte@ccny.cuny.edu         |
| SEEK                                       | Celia Bracy             | NAC 5/226 | 6617                 | cbracy@ccny.cuny.edu        |
| School Of BioMedical Education             | Priscilla Daniel        | H 106     | 7756                 | prisdaniel@med.cuny.edu     |
| Dean of Education                          | Aelicia Yeates          | NAC 3/202 | 6233                 | ayeates@ccny.cuny.edu       |
| Dean of Engineering                        | Detra Mack- Mitchell    | STE 142   | 5435                 | mack@ccny.cuny.edu          |
| Biomedical Engineering                     | Patricia Cupid          | STE 401   | 6707                 | pcupid@ccny.cuny.edu        |
| Chemical Engineering                       | Lisa Taylor             | STE 322   | 7232                 | litaylor@ccny.cuny.edu      |
| Civil Engineering                          | Beverly Wynn            | STE 119   | 7302                 | Beverly@ce.ccny.cuny.edu    |
| Computer Science                           | Luis Camilo             | NAC 8-206 | 6632                 | luis@cs.ccny.cuny.edu       |
| Electrical Engineering                     | Natia Oller             | STE 608   | 7248                 | nati@ee.ccny.cuny.edu       |
| Inst, CUNY Urban Transport                 | Frederick R. Brodzinski | STE 215   | 8055                 | fbrodzinski@ccny.cuny.edu   |
| Benjamin Levich Institute                  | Mary Wright             | STE 1M    | 8157                 | wright@sci.ccny.cuny.edu    |
| Mechanical Engineering                     | Linda Emedoh            | STE 233   | 5218                 | emedoh@ccny.cuny.edu        |
| Urban & Governmental Affairs               | Jessica Lino            | A 205     | 6400                 | jlino@ccny.cuny.edu         |
| CCNY Center for Performing Arts            | Greg Shanck             | A 205     | 5362                 | gshanck@ccny.cuny.edu       |
| VP Development Inst Advancement            | Dawn Loban              | SH 154    | 5383                 | dloban@ccny.cuny.edu        |
| VP of Student Affairs                      | Beth Lesen              | A 204     | 5426                 | blesen@ccny.cuny.edu        |
| Access, Wellness, Counseling               | Sara Hann               | MR 15     | 7060                 | shahn@ccny.cuny.edu         |
| Athletics & Recreational Sport             | Jacquelyn Meadow        | MR 20     | 7550                 | jmeadow@ccny.cuny.edu       |
| Business Office, Food Service              | Kenneth Waldhof         | WG 306B   | 7034                 | kwaldhof@ccny.cuny.edu      |
| Career Services                            | Sophia Demetriou        | NAC 1/116 | 6507                 | sdemetriou@ccny.cuny.edu    |
| International Studies                      | Maribel Morua           | NAC 1/107 | 8106                 | mmorua@ccny.cuny.edu        |
| Orientation                                | George Rhinehart        | NAC 1/210 | 5002                 | grhinehart@ccny.cuny.edu    |
| Student Life & Leadership                  | George Rhinehart        | NAC 1/210 | 5002                 | grhinehart@ccny.cuny.edu    |
| Veteran's Affairs                          | Welby Alcantara         | WG 107    | 5374                 | walcantara@ccny.cuny.edu    |

**\* Building Location Legend**

- A - Administration
- CG - Compton Goathals
- NAC - North Academic Center
- SH - Shepard Hall
- MR - Marshak
- SSA - Architecture
- CWE - Center for Worker Education
- H - Harris Hall
- STE - Steinman
- WG - Wingate