Human Resource Services

Workshop for e-Appointments

Ireen Quercia
Selyna Quiñones
Agenda

- Appointment Review Process
- Reappointment Deadlines
- Fiscal Year 2016 Appointment Process
What Makes a Complete Package?

**Department**
- CUNY Employment Application
- Tax Forms (W-4, IT 2104, IT 2104E)
- Fingerprint Receipt
- Constitutional Oath
- $10 Money Order
- Basic Personnel Form

**HRS**
- Personnel Record Card
- I-9
College Assistant Appointment Process

1. Department identifies a CA for hire
   - Reappoint CA
     - Department gives CA a reappointment letter
     - Department enters the appointment into e-Appointments
     - Financial Reporting reviews budget and submits the appointment to HRS
       - HRS Reviews the package and the appointment
         - Package Complete
         - Package Incomplete
           - HRS notifies Department of missing information
           - Department submits missing information to HRS
   - Appoint New CA
     - Department gives CA a hiring packet and refers CA to HRS

Office of Human Resource Services
Reappointment Deadlines

- e-Appointment System opens May 4, 2015
- Send Reappointment or non-Reappointment letters to HRS by May 4, 2015
- All Reappointments must be in the system no later than May 15, 2015
- The closing of FY ‘15 Budget is June 8, 2015
Calculation of Sick (S/L) and Annual Leave (A/L)

- If appointed for 500 hours or more use the following in calculating S/L and A/L:
  - 1-4 years of service
    - For every 20 hours worked earn 1 S/L hour
    - For every 15 hours worked earn 1 A/L hour
  - 5 years or more of service
    - For every 20 hours worked earn 1 S/L hour
    - For every 11 hours worked earn 1 A/L hour

*A CA who has worked 500 hours or more in the first 3 years of service does not have to work 500 hours in their 4th year to accrue S/L and A/L*
Revision Statistics

* A total of 2,434 revisions in FY 2014
  * 743 were useful
  * 1,680 were not useful
College Assistant Appointment Process
Fiscal Year 2016

Department identifies CA for hire

Department asks the CA to fill out Basic Personnel form

Department enters the appointment in e-Appointments using New Hire Schedule

Financial Reporting reviews budget and submits the appointment to HRS

Department sends Offer Letter and Fact Sheet to CA

CA comes to the Employee Processing Center

CA goes to the New Employee Resource Center to print and complete packet

Package Incomplete

HRS Processes the employee and reviews the appointment

HRS holds and sends note to the Department

HRS reviews appointment and submits to Payroll

Package Complete
Welcome to Brooklyn College.

Today, you join a campus community with a rich legacy of providing an affordable and outstanding education. Our students reflect the tremendous diversity of our city and come from all parts of the globe.

Brooklyn College faculty are noteworthy scholars, artists and researchers who share a common commitment to academic excellence and student success. Dedicated staff help us foster a student-centered learning environment.

As you become familiar with the College, I hope that you will take advantage of our many academic resources and services, and that you will immerse yourself in the vibrant pulse of the campus.

New Employee Resources

- President's Office
- Brooklyn College Fast Facts
- Brooklyn College Home Page
- Brooklyn College Virtual Tour
- Combating Sexual Assault and Other Unwelcome Sexual Behavior
- HR Staff Directory
- Understanding Your Payroll Documents
New Employee Processing Center

Paperwork Processing Schedule
Monday and Friday 10 am – 3pm
1154 Boylan Hall

• Appointments also available upon request
Classified Operations

1219 Boylan Hall
Office Hours: 9 am-5 pm
Phone: 718-951-5377