The Office of Human Resource Services

A Review of the College Assistant Process
April 11, 2017
10:30 am – 12:00 pm
Agenda

- Appointment Review Process: What’s new?
- Department’s Responsibilities
- Reappointment Deadlines
- Fringe Benefits
- Rate Increases
# BASIC PERSONNEL & ADDRESS INFORMATION

**BROOKLYN COLLEGE OF THE CITY UNIVERSITY OF NEW YORK**

**INSTRUCTIONS:** Use form for new data and changes

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NO.</th>
<th>Date Form Completed</th>
<th>DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salutation you wish used for Mailing Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mr. 5. Dr. 9. Ms. 2. Mrs. 6. Prof. 10. Other 3. Miss 7. Dean</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>NAME SUFFIX (Sr., Jr., III)</th>
<th>MARITAL STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GENDER**

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
</table>

**DATE OF BIRTH**

**COUNTRY OF CITIZENSHIP**

**COUNTRY OF BIRTH**

<table>
<thead>
<tr>
<th>If NOT a U.S. Citizen by birth, complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Naturalized Citizen 2. Resident Alien 3. Other: Visa Type:</td>
</tr>
</tbody>
</table>

**CURRENT ADDRESS:**

<table>
<thead>
<tr>
<th>Apt. #</th>
</tr>
</thead>
</table>

**CITY**

**STATE**

**ZIP**

**HOME/CELL PHONE NUMBER:**

**EMAIL ADDRESS:**

**EMERGENCY CONTACT:**

Name: __________________________ Relationship: __________________________

Phone # of Emergency Contact: __________________________

<table>
<thead>
<tr>
<th>DISABILITY:</th>
<th>[ ] None</th>
<th>[ ] Yes</th>
</tr>
</thead>
</table>

If yes, specify type: __________________________

**PRIMARY ETHNIC/RACIAL IDENTITY:** (Check ONE)

| White (Europeans, not of Hispanic origin, having origins in any of the original peoples of Europe, North Africa or the Middle East) |
| Black, not of Hispanic Origin (African Americans, having origins in any of the black racial groups of Africa) |
| Hispanic (not Puerto Rican) (Mexicans, Cubans, Central or South American, or other Spanish culture origin) |
| Puerto Rican |
| Asian/Pacific Islander (Filipinos, Southeast Asians, Indigenous Pacific Islanders, or other Pacific Islanders) |
| American Indian or Alaskan Native |

**U.S. MILITARY STATUS:**

| [ ] No Military Status |
| [ ] Active Reserve |
| [ ] Inactive Reserve |
| [ ] Special Disabled Veteran |
| [ ] Vietnam Era Veteran |
| [ ] Retired Veteran |
| [ ] Veteran (other than Vietnam) |

*Editorial formats and info rev 1/19*
<table>
<thead>
<tr>
<th>Onboarding Deadline</th>
<th>Start Date</th>
<th>HR Cutoff Date</th>
<th>Expected Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/21/16</td>
<td>11/27/16 - 12/10/16</td>
<td>12/12/16</td>
<td>01/05/17</td>
</tr>
<tr>
<td>12/05/16</td>
<td>12/11/16 - 12/24/16</td>
<td>12/27/16</td>
<td>01/19/17</td>
</tr>
<tr>
<td>12/19/16</td>
<td>12/25/16 - 01/07/17</td>
<td>01/09/17</td>
<td>02/02/17</td>
</tr>
<tr>
<td>01/02/17</td>
<td>01/08/17 - 01/21/17</td>
<td>01/23/17</td>
<td>02/16/17</td>
</tr>
<tr>
<td>01/16/17</td>
<td>01/12/17 - 02/04/17</td>
<td>02/06/17</td>
<td>03/02/17</td>
</tr>
<tr>
<td>01/30/17</td>
<td>02/05/17 - 02/18/17</td>
<td>02/21/17</td>
<td>03/16/17</td>
</tr>
<tr>
<td>02/13/17</td>
<td>02/19/17 - 03/04/17</td>
<td>03/06/17</td>
<td>03/30/17</td>
</tr>
<tr>
<td>02/27/17</td>
<td>03/05/17 - 03/18/17</td>
<td>03/20/17</td>
<td>04/13/17</td>
</tr>
<tr>
<td>03/11/17</td>
<td>03/19/17 - 04/04/17</td>
<td>04/03/17</td>
<td>04/27/17</td>
</tr>
<tr>
<td>03/27/17</td>
<td>04/02/17 - 04/15/17</td>
<td>04/17/17</td>
<td>05/11/17</td>
</tr>
<tr>
<td>04/10/17</td>
<td>04/16/17 - 04/29/17</td>
<td>05/01/17</td>
<td>05/25/17</td>
</tr>
</tbody>
</table>
I accept the above appointment and the terms and conditions set forth therein.

__________________________  _______________________
Signature                  Date

Instructions for obtaining Hiring Packet and other pertinent information

The Brooklyn College on-boarding process has three steps. The first step is online, to begin the process, navigate to the Brooklyn College Human Resources website www.cuny.edu/sites/onboard/campus/Brooklyn-college and access the "New Employee Resource Center". The New Employee Resource Center has three stations designed to provide you with the information you’ll need to prepare the necessary paperwork to (1) process your appointment, (2) access required training, and (3) obtain information on your benefits. (Please see navigation page 3)

The next step of the on-boarding process is on campus. You must complete all the forms and provide the documents listed below for the on-boarding process. Please confirm the list prior to attending an onboarding session with the office of Human Resource Services.

1. Completed Sign and Print forms (Hiring Packet)
2. CUNY Employment Policies Checklist
3. Documents to complete Form I-9, A list of acceptable documents can be found step 1 of the onboarding process under "Print and Sign Social Security Number*
4. Social Security and (required by the NYS Comptroller’s Office)
5. Direct Deposit (Optional) - A weighted check must be submitted with your direct deposit form or Section C of the form must be completed by your financial institution. Please note that all joint account holders (checking or saving) must sign the bottom of the direct deposit form.
6. Receipt from Fingerprinting (If applicable)
7. Processing fee CUNY money order (240 hours or more)

*PLEASE NOTE THAT I-9 EXPIRITY IS NOW PROCESSED ELECTRONICALLY THROUGH THE NOWIRE SYSTEM DURING YOUR PROCESSING SESSION. PLEASE PREPARE YOUR I-9 FORM IN THE PRINT AND SIGN FORMS

The On-boarding Center is located at 2310选股 Hall. We are open Mondays and Fridays 10:00 am to 3:00pm (no appointment needed) or by appointment: Tuesdays, Wednesdays and Thursdays. If you have questions, please call Anna Quinolla or Selina Quinolla at 718-951-5557.

Once you have completed processing your appointment during your processing session, you should return to access the required training: Station (2). We’ll contact you to schedule the training. Station (3) Your Benefits
What’s new in the College Assistant Process?

- New Processing Fees

<table>
<thead>
<tr>
<th>CUNY Hourly Employees Earning:</th>
<th>CUNY Filing Fees NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9.16 - $17.80</td>
<td>$15.00</td>
</tr>
<tr>
<td>$17.81 – Over</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

- New College Assistant and Student Aide Rate *

- Attached JD with appointment to determine if Fingerprinting is required
*New College Assistant Rates*

- **No Suppressed Rate**
- **Minimum:** $12.00  
  Effective 12/31/17 - $13.50  
  Effective 12/31/18 - $15.00
- **Maximum:** $23.57
- **Student Aides:** $11.00  
  Effective 12/31/17 - $13.00  
  Effective 12/31/18 - $15.00
What Makes a Complete Hiring Package?

**Applicant**
- CUNY Employment Application
- Required-Part 1, 2, and 3 (On website)
- Tax Forms (W-4, IT-2104 or IT-2104-E)
- Fingerprint Receipt (If Applicable)
- Processing fee (Postal Money Order)

**HRS**
- Personnel Record Card
- I-9 (E-verify)
- Email Application [LAN Account]
Reminder: Calculation of Sick (S/L) and Annual Leave (A/L)

- 1040 hours is the maximum appointment in a fiscal year
- 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*
Department’s Responsibilities

- Entering the appointment into e-Appointments

- Issuing the Appointment letter and Fact Sheet

  AFTER Budget approves the appointment in e-Appointments

  ◦ Packet must be completed BEFORE they come to HRS

- Checking the status of the appointment in e-Appointments is a must!
Reappointment Deadlines

- e-Appointment System opens May 1, 2017
- Send Reappointment or non-Reappointment letters to HRS by May 1, 2017
- All Reappointments must be in the system by May 15, 2017
- The closing of FY '17 Budget is June 2, 2017
CA Benefits at a Glance

- Eligible for Fringe Benefits: works or is assigned a regular schedule that includes 17.5 hours per week and/or 70 hours per month.

- Eligible for Health Insurance: appointment includes 500 hours or more and the appointment is expected to last 6 months or more.

  Please contact the Benefits coordinator once eligible (91st day of employment).

*Please refer to “Time & Leave and Other Benefits for College Assistants” sheet in e-Appointments for further information.
Rate Increases

• *Initial Hire should be at the rate you want, cannot be changed after a “Trial” period with employee*

• Requested **ONCE** a year between April 1\(^{st}\) to Sept 1\(^{st}\)

• Effective the date it is approved by HRS

• Can not be approved/paid retroactively

• Will not be approved for current fiscal year after September 1\(^{st}\)
Hourly Rate Increase Process

1. Dept wants to increase College Assistant’s rate
2. Dept fills out “Hourly Rate Salary Increase Request Form”
3. Dept attaches a justification, a current and proposed Job Description and ensures HRS has a current evaluation
4. Dept submits the documents to HRS (Ireen Quercia) via email
5. HRS contacts the dept indicating the request can not be approved and indicates reason
6. HRS reviews the request
   - Unapproved
   - Approved
   - HRS advises dept of approval and dept enters Appointment in e-Appointments with the new salary rate

Updated 3/13/2017
Hourly Rate Salary Increase Request Form
(For Hourly Titles)
Brooklyn College of CUNY

Employee's Name: ____________________________
Department: _________________________________
Job Title: _________________________________
Supervisor: ________________________________
Hire Date: _________________________________

Salary Increase Request

Current Rate: _______________________________
Proposed Rate: ______________________________

☐ Attach Justification letter (addressed to Human Resources):
☐ Attach most recent performance evaluation**:
☐ Current Job Description
☐ Proposed Job Description**

*Annual evaluations must be submitted in accordance with deadlines established by the Office of Human Resource Services. Rate increases will not be considered if the evaluation is being submitted with this form.

**A proposed job description is only required if the increase that is being requested is more than 20% of the current salary.

Approvals

Requesting Supervisor: ____________________________
Area Head: ________________________________
Director of Human Resources: ____________________________

HR Use Only:

Last Rate Increase: ☐ N/A
☐ Employee received rate increase effective ____________.
What is required for a Rate Increase?

- Completed “Hourly Rate Salary Increase Request Form”
- Current Job Description
- Proposed Job Description
- Justification Letter
- Current Evaluation

*Please refer to “New Guidelines for Hourly Employee Rate Increase” in e-Appointment system*
New Employee On-Boarding Office Hours

Paperwork Processing Schedule
Monday and Friday 10 am – 3pm
1219 Boylan Hall
Appointments Tues-Thurs

Office of Human Resource Services-Classified Operations Hours

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