College Assistant Processing Refresher & Budget Updates

The Office of Human Resource Services (HRS)

Thursday, April 18, 2019
2:00pm to 4:00pm
1. What are the maximum hours a CA can be appointed in a Fiscal Year?

2. What are the maximum hours a CA can work a week?

3. Can a CA commence work without HRS approval?

4. Can you enter a retroactive date on a New Appointment?

5. When a CA is in their 1st to 4th year of service, when do they begin to accrue Sick and Annual Hours?

6. Name the two documents required from the department to complete a new employee’s hiring package.

7. What is the minimum rate for CA’s?

8. Name two documents required for rate increases.
AGENDA

- What’s new?
- Review of Process
- Department’s Responsibilities
- Reappointment Deadlines
- Fringe Benefits
- Rate Increases
WHAT’S NEW?

❖ New Rate
❖ Onboarding Schedule
❖ Job Description
❖ Resignation Letter and Reappointment/Non-reappointment letter requirements
NEW COLLEGE ASSISTANT RATE

- No Suppressed Rate
- Minimum: $15.00
- Maximum: $23.57
- Student Aides: $15.00
ONBOARDING SCHEDULE

We hold two sessions on:

TUESDAYS & THURSDAYS

BY APPOINTMENT ONLY

• Session 1: 12:15pm – 1:15pm
• Session 2: 1:15pm – 2:15pm

1219 Boylan Hall

To make an appointment employees call 718-951-5377 or email HRonboarding@brooklyn.cuny.edu
JOB DESCRIPTION

Effective April 1, 2019

- A job description is required for new hires.
- New hires will not be processed to payroll without a job description.
- Job descriptions can be forwarded to HRS before the employee is on-boarded.
RESIGNATION/REAPPOINTMENT AND NON-REAPPOINTMENT

- A letter of resignation is needed for ALL employees who choose to leave their position before the end date of their assignment.

- The department must run a CA report from E-Appointments to get a list of CA’s for the fiscal year.

- The list will allow the department to identify reappointments and non-reappointments to generate the appropriate letter.

- ALL CA’s must receive a letter! (Whether re-appointment or non-reappointment).

*This is to ensure compliance with unemployment requests*
**College Assistant Appointment Process**

1. Department identifies College Assistant (CA) for hire

2. CA goes to **1219 Boylan Hall** with completed package, offer letter, and Job Description

3. Department asks the CA to fill out Basic Personnel form

4. CA makes appointment for onboarding

5. Department enters the appointment into e-Appointments using "College Assistant Processing Schedule"

6. Department sends the CA the "College Assistant Appointment Letter & Instructions" and Job Description to HRS

7. CA follows the instructions, prints and completes the packet

8. HRS reviews Package and Job Description, then process the appointment

9. HRS submits to Data Validation Unit and submission to Payroll

10. HRS follows up with the department

11. **Packet Complete**
12. **Packet Incomplete**
WHAT MAKES A COMPLETE HIRING PACKAGE?

**APPLICANT:**
- CUNY Employment Application Required-Part 1, 2, and 3
- Tax Forms (W-4, IT-2104, or IT2104E)
- Fingerprinting Receipt (If Applicable)
- Processing fee (Postal Money Order, if applicable)

**HUMAN RESOURCE SERVICES (HRS):**
- Personnel Record Card
- I-9 (E-verify)
- Email Application [LAN Account]
I-9 DOCUMENTATION FOR INTERNATIONAL STUDENTS

- I-20
- I-94
- VISA
- Social Security Card
- Letter of Eligibility to Work on Campus
  (from International Student Services)
WHERE CAN I FIND FORMS?

BC e-APPOINTMENTS - ADMINISTRATIVE UTILITY

MENU:  Start a new appointment form  Reports  Batch Processing  Batch Printing  Deadlines Info  Unlock PC

Produce Chairperson's Signoff Sheet  Blank PDFs  Process Signoffs

Please use the links below to retrieve the blank forms in PDF format.

- Adjunct Reappointment/Non-Reappointment Letters
- Onboarding New Adjunct Documents
- Adjunct Reappointment Documents
- Adjunct Reappointment Letter Templates - 1st Semester
- Adjunct Reappointment Letter Templates - 2nd Semester
- Adjunct Reappointment Letter Templates - 3rd Year
- Onboarding New CET Documents
- Non-Teaching Adjunct Timesheet
- Non-Teaching Adjunct Payroll Schedule
- Adjunct Salary Increment Worksheet

- CA - Payroll Schedule
- CA - Terms and Conditions of Employment
- College Assistant / Student Aide Processing Schedule
- College Assistant Reappointment and Non-Reappointment template
- College Assistant Appointment Letter Template & Instructions
- College Assistant Facts Sheet
- Onboarding New CET Documents
- Student Aide Hiring Documents
- Update Basic Personnel & Address Information Form
NOTE ABOUT TAX EXEMPTION

- If a CA claims “Exempt” on their taxes, once they are no longer a student they must update their tax forms.

- This means if they are working intersession and the summer and they are not attending classes, they MUST update their taxes EVERY TIME for these periods as they are no longer exempt.

- If they do not change it, they may end up owing money.
CALCULATION OF SICK (S/L) & 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 & 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
    
    Ex: Appointing for 1040, sick leave [1040/20=52 hrs]; annual [1040/15= 69 hrs] total hours = 1161
  ➢ 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
    
    Ex: Appointing for 1040, sick leave [1040/20=52hrs]; annual leave [1040/11=95 hrs] total hours=1187

* 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
HOW TO REVISE AN APPOINTMENT?

Step 1:
Search the appointment by entering the CA’s last name and selecting the fiscal year

Step 2:
Click the form with the most recent date
To start the revision you must click on the employee’s name

Step 3:
Click on “Submit form revision”

*If this is a revision of another revised form the older form becomes “X” and newest form becomes “R”

This will produce a form which you will revise accordingly
HOW DO YOU TERMINATE AN EMPLOYEE IN E-APPOINTMENTS?

**Step 1:**
Do a revision to the latest e-Appointment for the Fiscal Year.

**Step 2:**
Indicate whether this is a Termination or Resignation.

**Step 3:**
Revise the End Date of Action.

**Step 4:**
Reduce the total hours accordingly.
**Example:**
Year of Service: 5 years

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<th>Description of Action:</th>
<th>Total Hours</th>
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<tr>
<td>07-01-2018</td>
<td>___ New Appointment</td>
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<tr>
<td></td>
<td>X ___ Reappointment</td>
<td></td>
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<td><strong>End Date of Action:</strong></td>
<td></td>
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<td><strong>06-30-2019</strong></td>
<td></td>
<td><strong>1027.0</strong></td>
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Calculation of Sick/Annual:

- 900/11 = 81.82
- 900/20 = 45
- 900 + 82.82 + 45 = 1027

Calculation of Sick/Annual:

- 267/11 = 24.27
- 267/20 = 13.35
- 267 + 24.27 + 13.35 = 304

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<th>Total Hours or Hours at Old Rate:</th>
<th>Hours at New Rate:</th>
<th>Totals:</th>
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<tr>
<td></td>
<td>Including Sick/Annual ___ 304.0</td>
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<td><strong>304.0</strong></td>
</tr>
<tr>
<td></td>
<td>Rate ___</td>
<td>Rate ___ $0.00</td>
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<tr>
<td><strong>End Date of Action:</strong></td>
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</tr>
<tr>
<td><strong>11-27-2018</strong></td>
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</table>
DEPARTMENT’S RESPONSIBILITIES

- Entering the appointment into e-Appointments
- Issuing the Appointment Letter and Fact Sheet **AFTER** Budget approves the appointment in e-Appointments
- Checking the status of the appointment in e-Appointments is a must!
DEADLINES

- Last day to submit appointments or revisions for FY ’19: May 31, 2019
- Any necessary supporting paperwork for these actions due by: June 7, 2019
- Opening of reappointments for 2019-2020: May 13, 2019
- Non-reappointment and Reappointment letters due in HRS: May 13, 2019
- Reappointments need to be entered in e-Appointments by: May 28, 2019
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 for 6 months or more.

(Please contact the Benefits Officer once eligible on the 91st day of employment)

Please refer to the “College Assistants Fact 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 July 1\textsuperscript{st} to Sept 1\textsuperscript{st}

❖ Effective the date it is approved by HRS

❖ Can not be approved/paid retroactively

❖ Will not be approved for current fiscal year after Sept 1\textsuperscript{st}
Department wants to increase College Assistant’s rate

Department fills out “Hourly Rate Salary Increase Request Form”

Department attaches a Justification, a current and proposed Job Description and ensure HRS has a current evaluation

Department submits the documents to HRS via email

HRS reviews the request

HRS contacts the department indicating the request can not be approved and indicates reason

HRS advises department of approval department enters Appointment in e-Appointments with the new salary rate

Approved

Unapproved
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-Appointments system
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 ____________.
College Assistant Contacts

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