Classified Hourly Processing Refresher

The Office of Human Resource Services (HRS)

Wednesday, April 13th, 2022
10:00AM – 12:00PM
Agenda

- Review of Processes (Onboarding, Revisions, Re-appointments/Non Re-appointments)
- Department’s Responsibilities
- Fringe/Health Benefits
- Hourly Rate Increase Process
- Submission of Timesheets
Onboarding Process
Classified Hourly Rates

- Minimum: $15.61
- Maximum: $25.51
Onboarding Schedule

Onboarding sessions will be held on:

**TUESDAYS and THURSDAYS @ 1:00PM**

*All onboarding sessions are held via ZOOM until further notice. If the employees are unable to make it during these times, they must reach out to Amanda Wing to reschedule*
Job Description

- 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 or uploaded to their folder in Dropbox.
Offer Letters

- Departments **should not** be sending out offer letters to the new employees
- Offer letters are generated and issued by HRS once the employee has completed the onboarding process
I-9 Documentation for International Students

- I-20
- I-94
- VISA/Passport
- Social Security Card
- Letter of Eligibility to Work on Campus (from International Student Services)
Department identifies employee for hire

Department asks the employee to fill out the Basic Personnel Form

Department enters the appointment into e-Appointments using “Classified Hourly Processing Schedule”

Budget reviews the department funding and submits the appointment to Human Resource Services (HRS)

Department sends employee the onboarding forms shared via Dropbox. If dept has not received the link, please contact Amanda

The department alerts HRS that their completed documents have been uploaded

The departments uploads the completed paperwork into the shared Dropbox Folder

The employee completes the onboarding packet and sends it back to the Department

Department sends employee the onboarding forms shared via Dropbox. If dept has not received the link, please contact Amanda

HRS reviews Package and Job Description

HRS sends employee the ZOOM invite for the mandatory onboarding orientation

Attends meeting

HRS follow up with the department

HRS send employee an offer letter and submits to appointment to Data Validation Unit and submission to Payroll

Packet Complete

Packet Incomplete

Packet Complete

Packet Complete
Where are the forms located?

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

- Adjunct and Graduate Assistant Workload Reporting Form
- Adjunct Initial Appointment Letter Template
- Adjunct One-semester Reappointment Letter Template
- Adjunct Two-semester Reappointment Letter Template
- Adjunct Three-year Reappointment Letter Template
- Important Information for All Adjunct Reappointments
- Adjunct Notification of Non-Reappointment Letter Template
- Non-Teaching Adjunct Timesheet
- Non-Teaching Adjunct Payroll Schedule
- Adjunct Salary Increment Worksheet
- CA - Payroll Schedule
- CA - Terms and Conditions of Employment
- Classified Hourly Processing Schedule
- College Assistant Facts Sheet
- Update Basic Personnel & Address Information Form
How Do You enter a new Appointment in E-Appointments?

Step 1:
Have the employee fill out the Basic Personnel Form

Step 2:
Enter their information into E-appointments using the form they just filled out

Step 3:
Fill in all the asterisk areas

Step 4:
Submit to Budget Office
Start a new appointment form:

1. Enter Employee's SS#:
2. Choose Appointment Type: College Assistant new appointment
3. Select a Term: (optional) Fiscal Year 2022 (CA)
4. Select department (optional) HUMAN RESOURCES SERVICES

Submit
How to Revise an Appointment

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

<table>
<thead>
<tr>
<th>Employee's Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Step 2:
To start the revision, look for the most recent form and click on the employee’s name

<table>
<thead>
<tr>
<th>Department</th>
<th>Control Number</th>
<th>Appointee's Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Serv / Personnel</td>
<td>CA 615 FY22 X</td>
<td>Smith, Jane</td>
<td>College Assistant new appointment</td>
</tr>
<tr>
<td>Human Resource Serv / Personnel</td>
<td>CA 615 FY22 R</td>
<td>Smith, Jane</td>
<td>College Assistant new appointment</td>
</tr>
</tbody>
</table>

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

Step 3:
Click on “Submit form revision”

Status of College Assistant new appointment application for Smith, Jane
Control Number CA 615 FY22 R (department - Human Resource Serv / Personnel)

Produce PDF Image of Full Form Data or Appointment Details
Submit form revision

This will produce a form which you will revise accordingly
Calculation of Sick and Annual Leave

- 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 \(\frac{1040}{20} = 52\) hrs; annual \(\frac{1040}{15} = 69\) 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 \(\frac{1040}{20} = 52\) hrs; annual leave \(\frac{1040}{11} = 95\) hrs total hours=1187

* A Classified Hourly 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 Do You Terminate an Appointment in E-Appointments?

Step 1:
Do a revision to the latest appointment for the Fiscal Year

Step 2:
Indicate the termination reason

Step 3:
Enter the Terminated as of date and revise the End Date of Action

Step 4:
Reduce the total hours accordingly
Terminating An Appointment

- When the department is terminating an appointment, a termination reason must be selected
- Make sure to change the **End Date of Action**, so that it can match the **Terminated as of** date
- Department must send HRS a copy of the employee’s resignation letter
### Example:
Year of Service: 5 years

<table>
<thead>
<tr>
<th>Effective Date of Action:</th>
<th>Description of Action:</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-01-2021</td>
<td>____ New Appointment</td>
<td>900.0</td>
</tr>
<tr>
<td>06-30-2022</td>
<td>X____ Reappointment</td>
<td>1027.0</td>
</tr>
</tbody>
</table>

Calculation of Sick/Annual

\[
\frac{900}{11} = 81.82 \\
\frac{900}{20} = 45 \\
900 + 82.82 + 45 = 1027
\]

Calculation of Sick/Annual

\[
\frac{267}{11} = 24.27 \\
\frac{267}{20} = 13.35 \\
267 + 24.27 + 13.35 = 304
\]

<table>
<thead>
<tr>
<th>Effective Date of Action:</th>
<th>Total Hours or Hours at Old Rate:</th>
<th>Hours at New Rate:</th>
<th>Totals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-01-2021</td>
<td>Excluding Sick/Annual: 267.0</td>
<td>Excluding Sick/Annual: 0.0</td>
<td>267.0</td>
</tr>
<tr>
<td></td>
<td>Including Sick/Annual: 304.0</td>
<td>Including Sick/Annual: 0.0</td>
<td>304.0</td>
</tr>
<tr>
<td></td>
<td>Rate: 0.00</td>
<td>Rate: 0.00</td>
<td>Totals:</td>
</tr>
</tbody>
</table>
Re-appointments/
Non Re-appointments
FY23 Re-appointment/ Non Re-appointment

- Department must obtain active list of their current Classified Hourly employees (by running reports in E-appointments).

- Looking at the list, the department will determine who they would like to reappoint/non reappoint. They will also send a copy of that list to HRS, who will then generate the appropriate letters to be sent to the employees.

- Once the E-appointment system is opened, the Department will enter their reappointed employees into the system.

- Department should frequently check their status; in case the appointment was entered incorrectly, or if the employees are missing documents necessary for their reappointment.
Required Documents

- Enrollment Verification
  - Classified hourlies who are full-time students may be exempt from fingerprinting
  - Must submit their enrollment verification each semester, should they get re-appointed

- Fingerprinting
  - If the employee is no longer a full-time student, then they must get fingerprinted

- Filing Fee
  - Only if the employee has been appointed 240 hour or more and has not paid a filing fee in the past.

- Employment Authorization Letter
  - For F-1 status employees (obtain letter from ISS)
How Do I Run Reports In E-appointments?

Click “Reports” located at the top menu

Either choose Hour Usage Report - CA and other 70012 titles or CA Appointment Reports

This report provides you with how many hours the employee has worked so far

This report provides you with a list of employee who are active during that FY
How Do You Re-Appoint a Classified Hourly in E-Appointments?

Step 1:
Click “Start a New Appointment Form” located at the top of the E-Appointments page

Step 2:
Enter the employee’s SS#

Step 3:
For Appointment Type, click “College Assistant Reappointment”

Step 4:
For Select a term, click “Fiscal Year 2023” and press submit
How Do You Re-Appointment a Classified Hourly in E-Appointments?

BC e-APPOINTMENTS - ADMINISTRATIVE UTILITY

MENU: Start a new appointment form

- Produce Chairperson’s Signoff Sheet
- Blank Forms and Templates
- Process Signoffs

Search appointment forms

Start a new appointment form:

1. Enter Employee's SS#: ********
2. Choose Appointment Type: College Assistant reappointment
3. Select a Term: (optional) Fiscal Year 2023 (CA)
4. Select department (optional) - - SELECT ONE - -

Submit
Resignation/ Terminations/ Re-appointments and Non-Reappointments

- 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 in E-Appointments to get a list of active employees for the fiscal year. The list will allow the department to identify the employees they wish to reappoint/non-reappoint, so that HRS can generate the appropriate letters.
- A reason must be provided for any terminations.
- ALL Classified Hourlies must receive a letter! (Whether re-appointment or non-reappointment)

*This is to ensure compliance with unemployment requests*
Department’s Responsibilities

- Entering appointment into e-Appointments (New, Revisions, FY23 Re-appointments)
- Sending HRS a copy of the new employee’s Job Description
- Sharing the onboarding documents with the employee AFTER Budget approves the appointment in e-Appointments
- Checking the status of the appointment in e-Appointments is a must!
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

- All salary increases must first be approved by Budget.
- Initial Hire should be at the rate you want, cannot be changed after a “Trial” period with employee.
- Effective the date it is approved by HRS.
- Can not be approved/paid retroactively.
Department wants to increase Classified Hourly’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

Approved

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

Unapproved

HRS contacts the department indicating the request can not be approved and indicates reason
What is **REQUIRED** for a Rate Increase?

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

Hourly Salary Request Form
Contacts

Amanda Wing
1219 Boylan Hall
P: 718.951.5377
F: 718.951.4859
E: Amanda.Wing@brooklyn.cuny.edu
Submission of Timesheets
**Timesheets**

- Timekeepers must fill the section labeled ‘To Be Completed By Supervisor’
- Ensure College Assistant has enough hours available to work

```
<table>
<thead>
<tr>
<th>DEPT#</th>
<th>APPOINTED HOURS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE $</td>
<td>TOTAL HOURS USED TO DATE:</td>
</tr>
<tr>
<td></td>
<td>BALANCE HOURS:</td>
</tr>
</tbody>
</table>

**PAYROLL PERIOD:** 03/27/22 - 04/09/22
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Timesheets (cont...)

- Time used for lunch must be indicated in ‘Meal Period’
  - At least $\frac{1}{2}$ hour lunch must be taken after the first 5 hours worked
- Sick hours cannot exceed hours assigned to work for each day
- College Assistants who have been employed less than 4 years must first work 500 hours in order to use sick or annual time
Timesheets (cont...)  
- Verify that total hours worked coincides with ‘Time In’ and ‘Time Out’  
- Verify that the dates on the timesheet matches the payroll schedule for the pay period being submitted  
- Revisions to appointments must be submitted before timesheets are submitted to Payroll to avoid late payments
Timesheets (cont...)  

- Timesheets must be submitted to bcparttime@Brooklyn.cuny.edu according to the Payroll Schedule to ensure employees are paid on time.

2021 – 2022:  
http://www.brooklyn.cuny.edu/web/off_hr/210217_PaySchedule_PartTime.pdf

2022 – 2023  
http://www.brooklyn.cuny.edu/web/off_hr/211222_PaySchedule_PartTime.pdf
Contacts

- Ireen Casimiro
  1231 Boylan Hall
  P: 718.951.5137
  F: 718.951.5370
  E: BCParttime@Brooklyn.cuny.edu

- Alvyne Alleyne

- Peggy Sainté
  E: Psainte@Brooklyn.cuny.edu
QUESTIONS?