

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

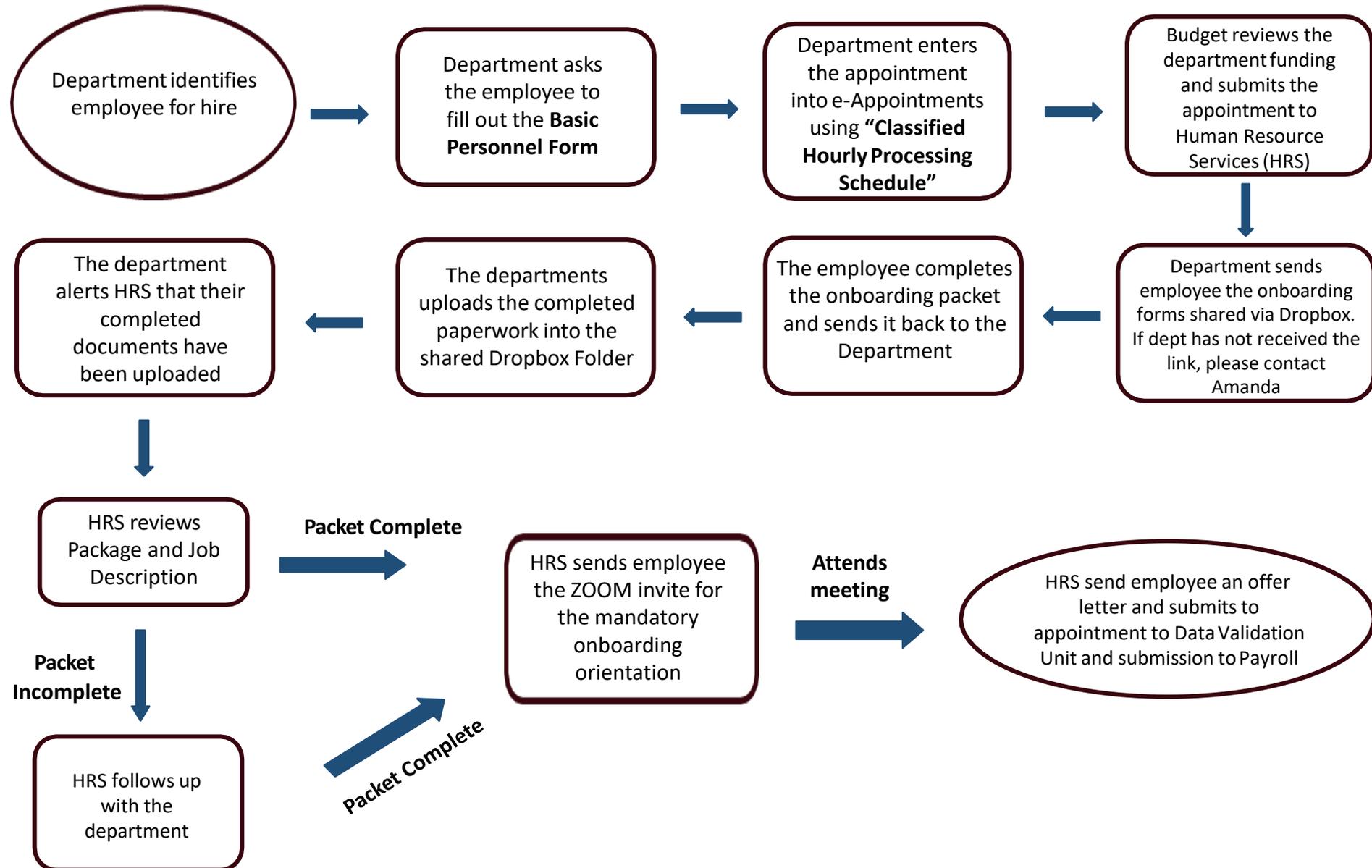
- ❖ Departments **should not** be sending out offer letters to the new employees
- ❖ Offer letters are generated and issued by HRS once the employee has completed the onboarding process

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)



Classified Hourly Appointment Process



Where are the forms located?

BC e-APPOINTMENTS - ADMINISTRATIVE UTILITY

Welcome

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 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

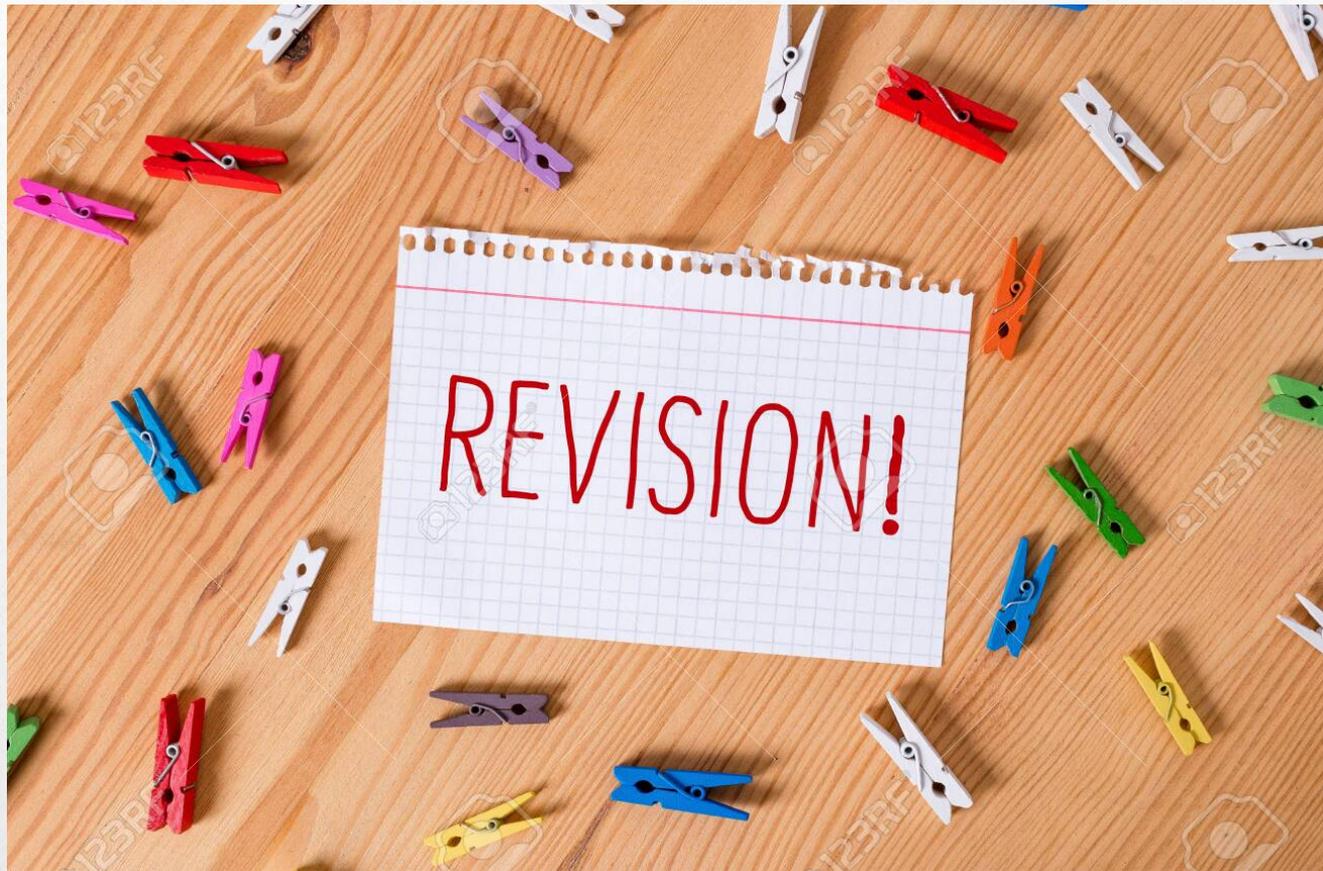
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[Search appointment forms](#)

[Close Window](#)

Start a new appointment form:

1. Enter Employee's SS#:
2. Choose Appointment Type: ▼
3. Select a Term: (optional) ▼
4. Select department (optional) ▼



How to Revise an Appointment

Step 1:

Search the appointment by entering the employee's last name and selecting the fiscal year

Show the forms for the following semester/fiscal year For CA Appointments, select the Fiscal Year of the appointment.	-- SELECT ONE --
Employee's Last Name	

Step 2:

To start the revision, look for the most recent form and click on the employee's name



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

*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](#)

[Get Blank PDF Forms of Supporting Documents](#)

[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 [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 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

Is Employee presently employed in the same title at any other CUNY college? * Yes No

If yes, indicate: Where Title

Start Date of Action (mm-dd-yyyy) * End Date of Action (mm-dd-yyyy) *

Appointment is for Fiscal Year 2022

If revising the dates, is this a termination? Yes No

Termination Reason Resignation End of Hours Budget Cut Other

TERMINATED as of (mm-dd-yyyy)

Budget Unit to be Charged: Department

Program * Expense *

Total Hours at Old Rate Excluding Sick/Annual	<input type="text" value="639.0"/>	at New Rate	<input type="text" value="0.0"/>	=	<input type="text" value="639.0"/>
Sick/Annual Hours *	<input type="text" value="75.0"/>	at New Rate	<input type="text" value="0.0"/>	=	<input type="text" value="75.0"/>
CALCULATE					
Total Hours at Old Rate Including Sick/Annual	<input type="text" value="714.0"/>	at New Rate	<input type="text" value="0.0"/>	=	<input type="text" value="714.0"/>
Hourly Rate (Old)	<input type="text" value="15.61"/>	New Rate	<input type="text" value="0.00"/>		

between \$15.61 & \$25.51 for CA or \$15 for Student Aides. *

- 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

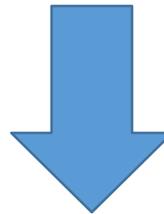
Calculation of Sick/Annual ★

$900/11 = 81.82$

$900/20 = 45$

$900 + 82.82 + 45 = 1027$

Effective Date of Action: 07-01-2021	Description of Action: ____ New Appointment	Total Hours Excluding Sick/Annual 900.0
End Date of Action: 06-30-2022	<u>X</u> Reappointment	Including Sick/Annual ★ 1027.0



Calculation of Sick/Annual ★

$267/11 = 24.27$

$267/20 = 13.35$

$267 + 24.27 + 13.35 = 304$

Effective Date of Action: 07-01-2021	Total Hours or Hours at Old Rate:	Hours at New Rate:	Totals:
End Date of Action: 11-28-2021	Excluding Sick/Annual 267.0	Excluding Sick/Annual 0.0	267.0
	Including Sick/Annual ★ 304.0	Including Sick/Annual 0.0	★ 304.0
	Rate	Rate \$ 0.00	

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

BC e-APPOINTMENTS - ADMINISTRATIVE UTILITY

Welcome, Amanda Wing (HU)

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

Please choose the report type: ✓ -- SELECT ONE --

Please use the filters After you change any:

Ledger: [] FAS Codes: []

Employee: SS# []

Show only the forms that are:
(select one or more;
 for multiple selection press and hold "CTRL" key)

- 'Teaching Adjunct' and 'Full-Time Faculty Hourly' Appointments Report
- Administrative NTA, CLT and Hourly CET Appointments Report
- CA Appointments Report
- TOTAL Hourly Teaching Salary Allocation
- Hours Usage Report - CA and other 70012 titles**
- Hours Usage Report - NTA/CLT/CET/FT Faculty Hourly
- Adjuncts with FT 70010 Appointments
- Adjunct Notification Letters Report
- eAppointments Users
- Budget - Cancellation rejection processed
- Budget - Cancellation rejection received
- Budget - Disapproved
- Budget - Pending receipt of funds
- Budget - Pending Verification
- Budget - Received

Only show forms with status date in a range:

Show the forms for the following semester/fiscal year
For CA Appointments, select the Fiscal Year of the appointment.

Fiscal Year 2022 (CA)

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

Please choose the report type: ✓ -- SELECT ONE --

Please use the filters After you change any:

Ledger: [] FAS Codes: []

Employee: SS# []

Show only the forms that are:
(select one or more;
 for multiple selection press and hold "CTRL" key)

- 'Teaching Adjunct' and 'Full-Time Faculty Hourly' Appointments Report
- Administrative NTA, CLT and Hourly CET Appointments Report
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Only show forms with status date in a range:

Show the forms for the following semester/fiscal year
For CA Appointments, select the Fiscal Year of the appointment.

Fiscal Year 2022 (CA)

This reports provides you with a list of employee who are active during that FY

How Do You Re-Appointment 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?

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Start a new appointment form:

1. Enter Employee's SS#:
2. Choose Appointment Type: ▼
3. Select a Term: (optional) ▼
4. Select department (optional) ▼

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!**

Classified Hourlies 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 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



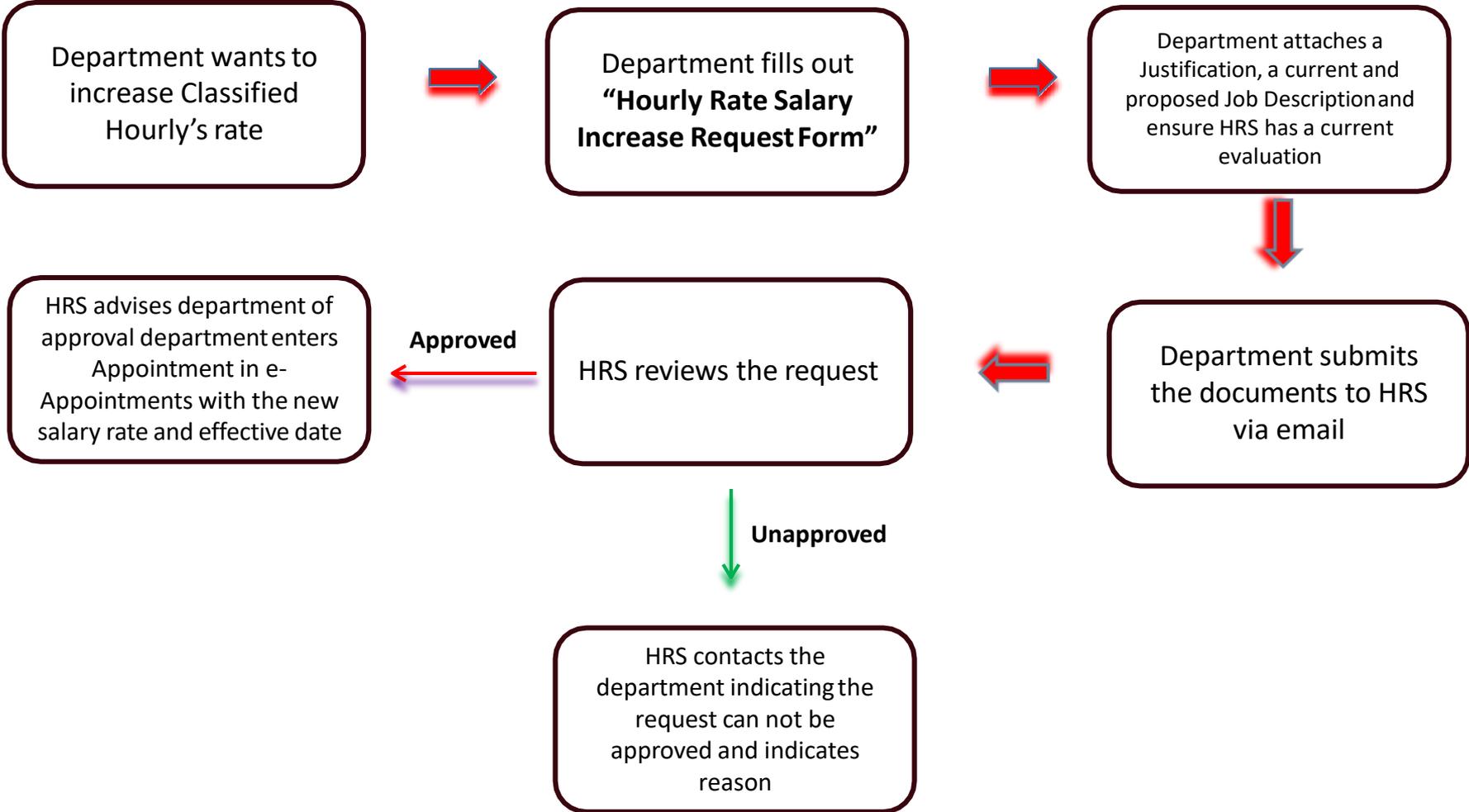


Rate Increases



- ❖ 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

Hourly Rate Increase Process



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 _____.

 *fill in this form now*

Contacts

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Submission of Timesheets



Timesheets

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

**COLLEGE ASSISTANT TIMESHEET
BROOKLYN COLLEGE
PAYROLL OFFICE**

TO BE COMPLETED BY SUPERVISOR	
	APPOINTED HOURS:
DEPT#:	TOTAL HOURS USED TO DATE:
RATE \$	BALANCE HOURS:

PAYROLL PERIOD: 03/27/22 - 04/09/22

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

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HOW? WHERE? WHERE? WHO? WHAT? WHEN? WHAT? WHERE? WHERE? HOW? WHEN? Where?

When? **QUESTIONS?** What? When?

When? WHERE? Why? WHEN? When? WHAT? WHERE? When? Why? When? What?

WHO? HOW? Why? WHAT? Where? HOW? WHAT? WHEN? Why? WHERE? When? Why? HOW? What?