Human Resource Services

ADJUNCT PROCESS UPDATES

Debra Quashie Guadalupe Leal
March 20, 2019
Agenda

- Opening of Summer & Fall 2019 E-Appointments
- Review of the Onboarding Process for New Adjuncts and **New Onboarding** process for Summer & Fall 2019 semester
- Review of New Workload and 210 Forms
- Reappointment Letters (1-year, 1-semester, 3-year appointment and non-reappointment)
- Review of Increments
- Review of Summer Chairs and Deputy Chairs
## Summer 2019 E-Appointment Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paycheck Dates</th>
<th>Department to Human Resources Deadline</th>
<th>Human Resources to Payroll Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I</td>
<td>06/20/2019</td>
<td>04/15/2019</td>
<td>05/07/2019</td>
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<tr>
<td></td>
<td>07/03/2019</td>
<td>04/22/2019</td>
<td>05/21/2019</td>
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<tr>
<td>Summer II</td>
<td>07/18/2019</td>
<td>04/29/2019</td>
<td>06/03/2019</td>
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<td></td>
<td>08/01/2019</td>
<td>05/13/2019</td>
<td>06/18/2019</td>
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Opening March 25, 2019
# Fall 2019 eAppointment Dates

<table>
<thead>
<tr>
<th>TERM</th>
<th>Department to Human Resources Deadline</th>
<th>Human Resources to Payroll Deadline</th>
<th>Paycheck Date</th>
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<tbody>
<tr>
<td>Fall 2019</td>
<td>07/12/2019</td>
<td>08/06/2019</td>
<td>09/12/2019</td>
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**Opening June 17, 2019**
Adjunct Onboarding Process for New Hires

Department is responsible for:

- Providing new adjunct with the following documents:
  - Appointment Letter
  - Onboarding Instructions
  - Basic Personnel & Address Information Form
  - Workload Form
Onboarding Process – Summer 2019 Only

HR is responsible for:

- Scheduling appointment for new employee
- Review New Hire Paperwork & Payroll Processing (including I-9 processing, e-mail account application, etc.)
New Forms

- Adjunct Workload reporting Form: All appointments within CUNY

- Graduate Assistant reporting Form – Fall 2019

- 210 Form (Part 3 of the CUNY Application) to capture:
  - Current Positions in Public Service – State Person
  - Prior Positions in Public Service _ Pension Collection
New Onboarding Process for Fall 2019

Department is responsible for:
- Providing instructions to adjunct

Adjunct is responsible for:
- Scheduling on-boarding appointment through HOST System (NEW)
  - Instructions will be provided before Fall opening

HR is responsible for Onboarding which includes:
- Review New Hire Paperwork & Payroll Processing (including I-9 processing, e-mail account application, etc.)
Human Resources Online Scheduling Tool (H.O.S.T.)
Brooklyn College City University of New York.

Welcome to Brooklyn College HR Online Scheduling Tool (H.O.S.T.)

This tool will help you make an appointment with HR at your convenience. To begin the process of registering for HR Appointment, please create an account below or login using an account you created previously.

If you have not previously registered for HR Appointment, create a new account.

If you have already created an account, please sign in below:

Email Address: 
Password
Forgot your password?
Enter your email address above and click HERE. You will receive an email with the temporary password. Enter it into the password field above, press "Submit" button, and you will be prompted to change it to your own.
Onboarding Appointments

**Instructional Staff** - (Teaching and Non-Teaching). [Make an appointment](#) to meet with one of our support staff for this area.

**NON-Instructional Staff** - (HEO Series, CLT's, Research Associates). [Make an appointment](#) to meet with one of our support staff for this area.

**Classified Full Time Staff** - [Make an appointment](#) to meet with one of our support staff for this area.

**Classified Part Time Staff** - [Make an appointment](#) to meet with one of our support staff for this area.

**Adjuncts** - (Teaching and Non-Teaching) [Make an appointment](#) to meet with one of our support staff for this area.
Dear Jane Doe,

You made an appointment with Guadalupe Leal on Mar 26 2019 11:00AM to discuss Onboarding - Adjuncts (Teaching and Non-Teaching).

Please proceed to Boylan Hall 1223 at least 5 minutes before your scheduled appointment.

What You Need To Prepare For Your Onboarding Appointment:

- Please print, complete and sign all documents from the New Employee Checklist.
- Remember to bring completed documents along with you to the scheduled appointment.

You may cancel your appointment at any time using this system or by calling (718)951-5377.

Please note if you arrive more than (15) minutes late for your appointment it may be canceled and need to be rescheduled. Please respond to this email...
Notifications to Human Resources

- The department must run an adjunct report from E-Appointments to get a list of adjuncts for the semester. This list will allow the department to identify reappointments and non-reappointments to generate the appropriate letter. **Copies of all letters and the report must be sent to Human Resource Services, Room 1223 Boylan Hall, by April 26th, 2019.**

The requirement of unemployment insurance and to be in compliance with *The Agreement between The City University of New York and The Professional Staff Congress/CUNY*
Deadlines for Reappointment and Non-Reappointment Letters

- **May 1st**  
  Fall semester appointment

- **May 15th**  
  1 year adjunct appointment

- **May 15th**  
  3-year adjunct appointment
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1 semester</td>
<td>Reappointment (Fall semester only)</td>
</tr>
<tr>
<td>1 year</td>
<td>Reappointment or 2 semester (Fall 19 and Spring 2020)</td>
</tr>
<tr>
<td>3 year</td>
<td>Appointment (Fall 19 and Spring 2020), (Fall 2020 and Spring 2021) and (Fall 2021 and Spring 2022).</td>
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Eligibility Criteria for 1 & 3 year Appointment

- An adjunct who has been continuously employed in your department for no fewer than six (6) consecutive semesters must now be notified of appointment for both the Fall 2019 and Spring 2020 semesters.

- An adjunct must have a least six (6) classroom contact hours per semester within the same department at the same college for the ten (10) most recent consecutive Fall and Spring Semesters must now be notified of a three-year appointment starting Fall 2019 through Spring 2022.
Re-appointment Letter Explanation:

Letter #1
Reasonable Assurance with details:
- To be used if you know the number of contact hours being offered to the adjunct for the following fall and spring semesters by the contractual notification date.

Letter #2
Reasonable Assurance without details:
- To be used if you do not know the number of contact hours being offered to the adjunct for the following fall and spring semesters by the contractual notification date.

Letter #3
Reasonable Assurance follow-up/details:
- To be used as soon as the number of contact hours to be assigned for the following fall and spring semesters is known, if a prior letter “WITHOUT DETAILS” was sent.
An adjunct is entitled to an increment after completion of six semesters of teaching at CUNY over a three-year period, including summers, the increment should take effect **July 1** after they become eligible. (summer II or Fall semester)

**Note:** Please run a report from e-appt to capture this data. If assistance is needed to reach out to HR.
Summer Deputy Chair Process

Summer Deputy Chairperson

Designation Form -> Send to Human Resources
Multiple Position Report -> Submit Online
N/T Adjunct Time Sheets -> Send to Human Resources

Note: All non-teaching adjunct appointments outside of the “Summer Compensation” allocation should be processed as a separate e-Appointments with separate timesheets.
Summer Chair Process

Summer Chairperson

- Designation Form: Send to Human Resources
- Multiple Position Report: Submit Online

No e-Appointment or Timesheets required for Summer Chair assignments.
HR for Instructional Staff

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Location:  1223 Boylan Hall

Phone:     718.951.5161

Email:     HRS@Brooklyn.cuny.edu