

College Assistant Processing Refresher & Budget Updates

The Office of Human Resource Services (HRS)

Thursday, April 18, 2019

2:00pm to 4:00pm



COLLEGE ASSISTANT QUIZ

- 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

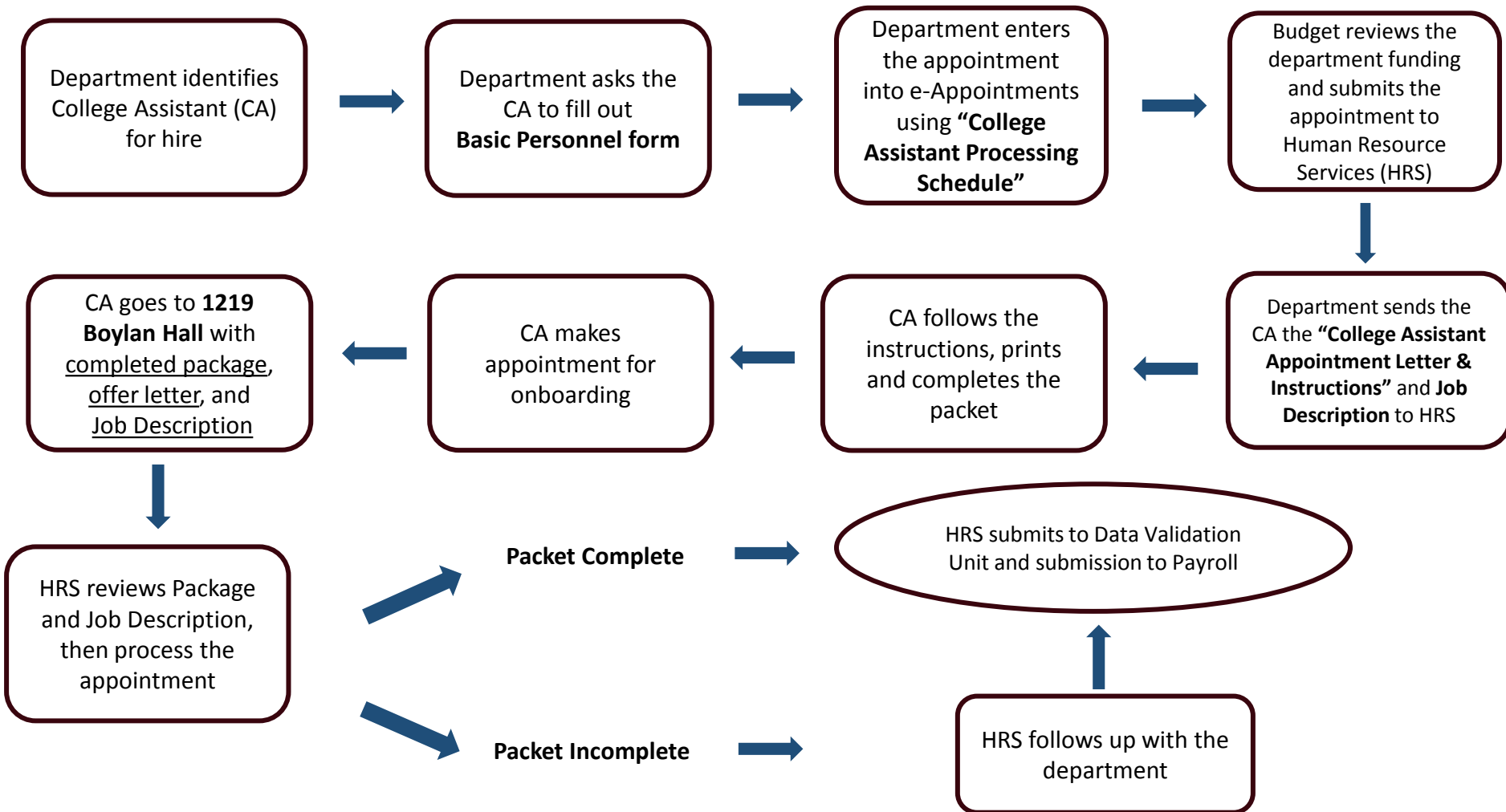
- ❖ A job description is required for new hires.
- ❖ New hires will not be processed to payroll without a job description
- ❖ Job descriptions can be forwarded to HRS before the employee is on-boarded

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



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

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 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 $[1040/20=52 \text{ hrs}]$; annual $[1040/15= 69 \text{ hrs}]$ 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 $[1040/20=52\text{hrs}]$; annual leave $[1040/11=95 \text{ hrs}]$ 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

| | |
|--|------------------|
| 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:

Click the form with the most recent date

To start the revision you must click on the employee's name



| <u>Department</u> | <u>Control Number</u> | <u>Appointee's Name</u> | <u>Appointment Type</u> | <u>Date</u> |
|---------------------------------|------------------------|-------------------------|-----------------------------------|-------------|
| Human Resource Serv / Personnel | CA 882 FY19 R | Smith, Jane | College Assistant new appointment | 4/11/2019 |
| Human Resource Serv / Personnel | CA 882 FY19 R X | Smith, Jane | College Assistant new appointment | 8/29/2018 |

*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 882 FY19 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

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

Calculation of Sick/Annual ★

$$900/11 = 81.82$$

$$900/20 = 45$$

$$900 + 82.82 + 45 = 1027$$

| Effective Date of Action: | Description of Action: | Total Hours |
|---------------------------|---|--------------------------------|
| 07-01-2018 | <input type="checkbox"/> New Appointment | Excluding Sick/Annual 900.0 |
| End Date of Action: | <input checked="" type="checkbox"/> Reappointment | Including Sick/Annual ★ 1027.0 |
| 06-30-2019 | | |



Calculation of Sick/Annual ★

$$267/11 = 24.27$$

$$267/20 = 13.35$$

$$267 + 24.27 + 13.35 = 304$$

| Effective Date of Action: | Total Hours or Hours at Old Rate: | Hours at New Rate: | Totals: |
|---------------------------|-----------------------------------|---------------------------|---------|
| 07-01-2018 | Excluding Sick/Annual 267.0 | Excluding Sick/Annual 0.0 | 267.0 |
| End Date of Action: | Including Sick/Annual ★ 304.0 | Including Sick/Annual 0.0 | ★ 304.0 |
| 11-27-2018 | Rate | Rate \$ 0.00 | |

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**

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 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



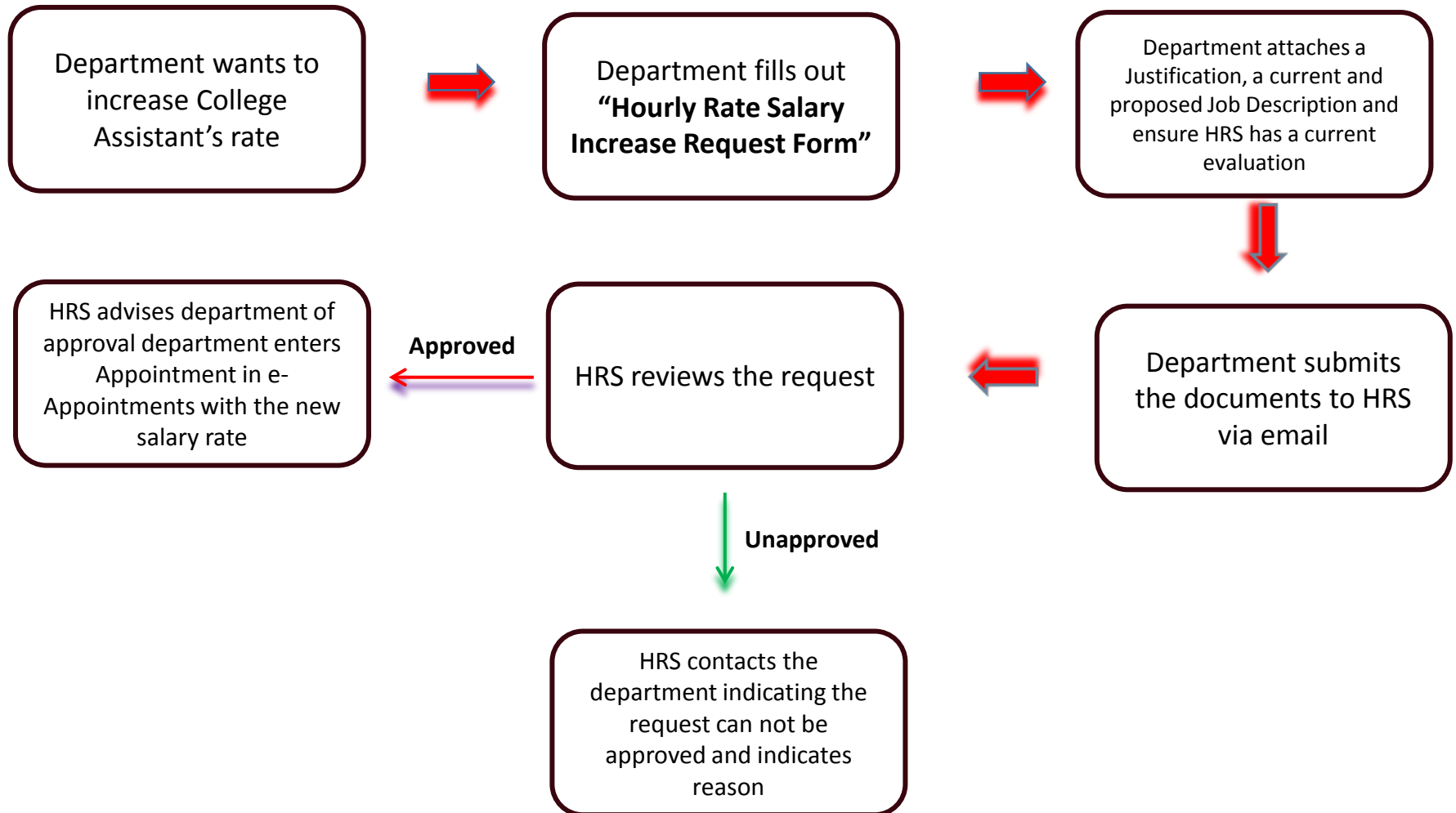


RATE INCREASES



- ❖ Initial Hire should be at the rate you want, cannot be changed after a “Trial” period with employee
- ❖ Requested ONCE a year between July 1st to Sept 1st
- ❖ Effective the date it is approved by HRS
- ❖ Can not be approved/paid retroactively
- ❖ Will not be approved for current fiscal year after Sept 1st

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



* 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 _____.

 *fill in this form now*

COLLEGE ASSISTANT CONTACTS

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