Classified Hourly Processing Refresher

The Office of Human Resource Services (HRS)

Wednesday, May 17th, 2023
10:00AM – 12:00PM
Agenda

- Review of Processes (Re-appointments/Non Re-appointments, Onboarding, Revisions)
- Department’s Responsibilities
- Fringe/Health Benefits
- Submission of Timesheets
Re-appointments/
Non Re-appointments
FY24 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, after consulting with area heads, will determine who they would like to reappoint/non reappoint. They will enter the reappointments into e-appointment system by June 12\textsuperscript{th} and also send the non-reappointed list \textit{only} to HRS by June 12\textsuperscript{th}, who will then generate the appropriate letters to be sent to the employees.

- Department should frequently check their status; in case the appointment was entered incorrectly, or if the employees are missing documents necessary for their reappointment.
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 reports provides you with how many hours the employee has worked so far

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 EMPLID

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

**Step 4:**
For Select a term, click “Fiscal Year 2024” and press submit
How Do You Re-Appoint a Classified Hourly in E-Appointments?

Start a new appointment form:

1. Enter Employee's SS#: ********
2. Choose Appointment Type: College Assistant reappointment
3. Select a Term: (optional) Fiscal Year 2024 (CA)
4. Select department (optional) - - SELECT ONE - -

Submit
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)
NEW Hire Onboarding Process
VRB Approval Needed

What is the Vacancy Review Board?
- CUNY reintroduced the Vacancy Review Board (VRB) as of February 3, 2023. All actions that result in an addition to headcount, or salary increase must go to the VRB unless otherwise specified.

How do I submit a request to the Brooklyn College VRB?
Hiring managers should do the following to submit a request to the Brooklyn College VRB:
1. Complete the BC VRB Request Form (view the instructions)
2. Have the form signed by their Dean/VP
3. Email the form, by the deadline (see calendar below), to BCVRB@Brooklyn.cuny.edu and copy Renita W. Simmons (RWSimmons@brooklyn.cuny.edu), Alan Gilbert (AGilbert@brooklyn.cuny.edu) and Ayana Murray-Richards (A.Murray-Richards@brooklyn.cuny.edu)

BC Vacancy Review Board Request Form

- Download the VRB Request Form

- VRB request form instructions
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 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 asks the employee to fill out the Basic Personnel Form

HRS sends employee the ZOOM invite for the mandatory onboarding orientation

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

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

HRS follows up with the department

The department alerts HRS that their completed documents have been uploaded

HRS reviews Package and Job Description

Packet Complete

Packet Complete

Packet Incomplete

Packet Complete

Packet Complete

Packet Complete

Packet Complete

Packet Complete

Packet Complete
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#: [Text Input]
2. Choose Appointment Type: [Dropdown]
   - College Assistant new appointment
3. Select a Term: (optional) [Dropdown]
   - Fiscal Year 2022 (CA)
4. Select department (optional) [Dropdown]
   - HUMAN RESOURCES SERVICES

[Submit]
Classified Hourly Rates

- Minimum: $15.61
- Maximum: $25.51
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.
Department 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)
Onboarding Schedule

Onboarding sessions will be held on:

**TUESDAYS and THURSDAYS @ 12:30PM**

*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 Geisha Pichardo to reschedule*
REVISION!
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>Show the forms for the following semester/fiscal year</th>
</tr>
</thead>
<tbody>
<tr>
<td>For CA Appointments, select the Fiscal Year of the appointment.</td>
</tr>
<tr>
<td>Employee's Last Name</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 R</td>
<td>Smith, Jane</td>
<td>College Assistant new appointment</td>
</tr>
<tr>
<td>Human Resource Serv / Personnel</td>
<td>CA 615 FY22 X</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
Control Number CA 615 FY22 R (department - Human Resource Serv / Personnel)

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 \( \text{total hours} = 1161 \)

- 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 \( \text{total hours} = 1187 \)

* 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.
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>Excluding Sick/Annual 900.0</td>
</tr>
<tr>
<td></td>
<td>X ___ Reappointment</td>
<td>Including Sick/Annual 1027.0</td>
</tr>
</tbody>
</table>

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

<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></td>
<td></td>
<td></td>
</tr>
<tr>
<td></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</td>
<td>Rate $ 0.00</td>
<td></td>
</tr>
</tbody>
</table>

**End Date of Action:**

06-30-2022

11-28-2021
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, FY24 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
Contacts

Geisha Pichardo
1219 Boylan Hall
P: 718.951.5377
F: 718.951.4859
E: Geisha.Pichardo@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
Timesheets (cont...)

- Time used for lunch must be indicated in ‘Meal Period’
  - At least 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.
Payroll Contacts

- **Ireen Casimiro**
- **Alvyne Alleyne**

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

- **Peggy Sainté**

E: Psainte@Brooklyn.cuny.edu