



FY25 Classified Hourly Processing Timeline

Note: FY24 classified hourly employees that are not approved by Budget in eAppointments by June 12, 2024 for FY25 will be considered non-re-appointment. Departments MUST regularly check eAppointments for status.

 = Department Deadline

May 8  Classified Hourly Processing Refresher Meeting

May 13  eAppointments system opens for **FY25**. Departments can start entering appointments (Re-Appointments and New).


Administrative Tasks for Departments

For Re-Appointments


- Enter re-appointed employees in eAppointments
- Ensure information is the same as the previous years
- Enter appointed hours for the Fiscal Year

For New Appointments

- Once budget approved, contact HRS for Instructions


May 31  Deadline for Departments to submit **FY25 reappointment** to Budget in eAppointments for employees to be paid on time for first payroll (8/8/2024).

Deadline for Departments to send **Non-Re-Appointment** list to HRS

June 20  Last day for Departments to email supporting documents for **FY25 re-appointment** to the HR Coordinator for Part-Time Classified Hourly Employees for processing prior to first payroll. Late submissions may miss first payroll.

Supporting Documents:

- *Enrollment Verification* – for BC fulltime students
- *Fingerprinting* – for those who are not BC fulltime students
- *One-time Filing Fee* – only for employees appointed 240 hours or more and have not paid in the past
- *Employment Authorization Letter from International Student Services* (only for students who hold F-1 Visa)

June 28  Deadline for HRS to process re-appointments into CUNYfirst for **FY25 first payroll** (08/08/2024).

Last day for HRS to send re-appointment letters to classified hourly employees.

[CUNY Dropbox Tutorial](#)

Questions? Contact Geisha Pichardo and Guadalupe Leal