Classified Hourly Processing Refresher

The Office of Human Resource Services (HRS)

Wednesday, May 8, 2024
10:00AM – 12:00PM
Agenda

- Review of Processes (Re-appointments/Non Re-appointments, Onboarding, Revisions, Cancellations)
- Department’s Responsibilities
- Classified Hourly Processing Timeline
- Fringe/Health Benefits
- Submission of Timesheets
Re-appointments/
Non Re-appointments
FY25 Re-appointment/Non Re-appointment

- Department must obtain active list of their current Classified Hourly employees (by running reports in E-appointments – next slide)

- Looking at the list, the department, after consulting with area heads, will determine who they would like to reappoint/non reappoint. Highlight and label **non-reappointed** and **reappointed** Classified Hourlies accordingly.

- Departments will **send the reappointed AND non-reappointed list to HRS by May 31st and enter the reappointments into e-appointment system by May 31st.** HRS will then generate the appropriate letters to be sent to the employees.

- Department should check their status **DAILY**; 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 report provides you with how many hours the employee has worked so far

This report provides you with a list of employee who are active during that FY
Creating Non-Reappointed and Reappointed List

**Step 1:** Use Excel version of report (refer to previous slide on how to run report)

**Step 2:** Delete ALL columns containing sensitive information (i.e. SS#)

**Step 3:** Create column “Reappointed for FY25”

**Step 4:** Highlight non-reappointed in RED and reappointed in GREEN

**Step 5:** State “yes” or “no” in Reappointed for FY25 column
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 or SS#

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

**Step 4:**
For Select a term, click “Fiscal Year 2025” and press submit
How Do You Re-Appointment a Classified Hourly in E-Appointments? (continued)
**Required Documents**

- **Enrollment Verification**
  - Classified hourlies who are full-time Brooklyn College 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 BC student, then they must get fingerprinted

- **Filing Fee**
  - Only if the employee has been appointed 240 hours or more and has not paid a filing fee in the past

- **Employment Authorization Letter**
  - For F-1 status employees (obtain letter from ISS)
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)
New Hire Onboarding Process
**Classified Hourly Appointment Process**

1. **Department identifies employee for hire**
2. **Department asks the employee to fill out the Basic Personnel Form**
3. **Department enters the appointment into e-Appointments then submits to Budget**
4. **Budget reviews the department funding and submits the appointment to Human Resource Services (HRS)**
5. **Department sends employee onboarding forms shared via Dropbox.**
   - **The department alerts HRS that their completed documents have been uploaded**
   - **The departments uploads the completed paperwork into the shared Dropbox Folder**
6. **HRS reviews Package and Job Description**
7. **The employee completes the onboarding packet and sends it back to the Department**
8. **Department sends employee the onboarding forms shared via Dropbox.**
9. **HRS sends employee the ZOOM invite for the mandatory onboarding orientation**
10. **HRS leaves a note in e-appointment and marks as incomplete**
11. **HRS sends employee an offer letter and submits to appointment to Data Validation Unit and submission to Payroll**
12. **Attends meeting**

*Departments must check e-appointments DAILY until the status is “Payroll – Processed”*
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 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#:  
2. Choose Appointment Type: College Assistant new appointment  
3. Select a Term: (optional) Fiscal Year 2025 (CA)  
4. Select department (optional) HUMAN RESOURCES SERVICES  

Submit
**Classified Hourly Rates**

- Minimum: $15.61
- Maximum: $25.51
- For an hourly rate increase, please provide the following documents to HRS for review:
  - Updated and Current Job Description
  - Hourly Rate Increase Request Form
  - Current Evaluation of Classified Hourly
  - Justification Letter for Hourly Increase
  - Approval of Area Head / Department Head
Job Description

- A job description is **required** for new hires
- New hires will not be processed in 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
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.
Orientation Schedule

Onboarding sessions will be held on:

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

*All orientation sessions are held via ZOOM. 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:**
Click on “Search Appointment Forms” and search the appointment by entering the employee’s last name or EMPLID 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><strong>-- SELECT ONE --</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee’s Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</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 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 across ALL CUNY campuses and/or departments
- 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 or more hours within the first 3 years of service does not have to work 500 hours in their 4th year to accrue S/L and A/L
*A Classified Hourly must have already worked 500 hours or more before using S/L and A/L
How Do You Terminate an Appointment in E-Appointments?

Step 1: Create a revision to the latest appointment for the Fiscal Year

Step 2: Indicate the termination reason in comments for HRS review

Step 3: Enter the Terminated as of Date and revise the End Date of Action for last day worked

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 it matches the **Terminated as of** date

If a resignation occurs, the department **must send** HRS a copy of the employee’s resignation letter and **revise end date to match last day mentioned in letter**
Example:
Year of Service: 5 years

### Calculation of Sick/Annual

<table>
<thead>
<tr>
<th>Description of Action:</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Appointment</td>
<td>81.82</td>
</tr>
<tr>
<td>Reappointment</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td>1027</td>
</tr>
</tbody>
</table>

Calculation of Sick/Annual

\[
\frac{900}{11} = 81.82 \\
\frac{900}{20} = 45 \\
900 + 82.82 + 45 = 1027
\]

### Calculation of Sick/Annual

\[
\frac{267}{11} = 24.27 \\
\frac{267}{20} = 13.35 \\
267 + 24.27 + 13.35 = 304
\]

### Effective Dates

<table>
<thead>
<tr>
<th>Effective Date of Action:</th>
<th>Total Hours or Hours at Old Rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-01-2021</td>
<td></td>
</tr>
<tr>
<td>06-30-2022</td>
<td></td>
</tr>
</tbody>
</table>

#### Total Hours

- Excluding Sick/Annual: 267
- Including Sick/Annual: 304

#### Total Hours at New Rate

- Excluding Sick/Annual: 0
- Including Sick/Annual: 0

#### Totals

- $0.00
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 to HRS for ALL terminations for review.

ALL Classified Hourlies must receive a letter! (Whether re-appointment or non-reappointment)

*This is to ensure compliance with unemployment requests*
Submitting a Cancellation

- Do Not initiate cancellation for Classified Hourly appointments.

- If a cancellation is submitted by mistake, you will need to cancel the entire e-appointment. This includes the original, revised e-appointment (if applicable).
- **Must notify HRS if there is an accidental cancellation.**
- Applicable to when employee did not work during the Fiscal Year.
- Follow instructions of duplication of original appointments (next slide) if an appointment needs to be cancelled.
Duplication of Original Appointments

- If department *accidentally creates* a duplicate of original appointment to make a revision, **do not submit a cancellation**

- **Department must zero out the hours and match end date of action to start date**

- This allows for the appointment to be terminated in the system without affecting the original created appointment

- Department will then proceed to find original in the system and revise accordingly
Department’s Responsibilities

- Entering appointment into e-Appointments (New, Revisions, FY25 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 appointments DAILY is a must!
Please refer to the “Classified Hourlies Processing Timeline” to keep track of e-appointment submission deadlines.

FY 25
Classified Hourlies 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.

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 reappointment 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 (8/8/2024).

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

CUNY Dropbox Tutorial

Questions? Contact Geisha Richardo and Guadalupe Leal
Eligible for Fringe Benefits: Employee 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” for further information.
Contacts

Geisha Pichardo
1223 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 (continued)

- Time used for lunch must be indicated in ‘Meal Period’
  - At least ½ hour lunch must be taken if working at least 5 hours

- 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 (continued)

- Verify that total hours worked coincides with ‘Time In’ and ‘Time Out’

- Verify the dates on the timesheet matches the payroll schedule for the pay period being submitted

- Revisions to appointments AND/OR missing documents must be submitted before timesheets are submitted to Payroll to avoid late payments

- Signed 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
- Peggy Sainté
  E: Psainte@Brooklyn.cuny.edu

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