# 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 31$^{st}$** and **enter the reappointments into e-appointment system by May 31$^{st}$**. 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*)

**BC e-APPOINTMENTS - ADMINISTRATIVE UTILITY**                    **Welco**

**MENU:**   **Start a new appointment form**   **Reports**   **Batch Processing**   **Batch Printing**   **Deadlines Info**   **Unlock PC**

**Produce Chairperson's Signoff Sheet**   **Blank Forms and Templates**   **Process Signoffs**

**Search appointment forms**

Start a new appointment form:

1. Enter Employee's SS#:          •••••••••

2. Choose Appointment Type:      College Assistant reappointment ⌄

3. Select a Term: (optional)        Fiscal Year 2025 (CA) ⌄

4. Select department (optional)   - - SELECT ONE - - ⌄

**Submit**

# 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

Department identifies employee for hire → Department asks the employee to fill out the **Basic Personnel Form** → Department enters the appointment into e-Appointments then submits to **Budget** → Budget reviews the department funding and submits the appointment to Human Resource Services (HRS)

The department alerts HRS that their completed documents have been uploaded ← 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 sends employee the onboarding forms shared via Dropbox.

HRS reviews Package and Job Description

**Packet Complete** → HRS sends employee the ZOOM invite for the mandatory onboarding orientation

**Attends meeting** → HRS send employee an offer letter and submits to appointment to Data Validation Unit and submission to Payroll

**Packet Incomplete**

HRS leaves a note in e-appointment and marks as incomplete

**Packet Complete**

**\*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

**BC e-APPOINTMENTS - ADMINISTRATIVE UTILITY**                                    **Welcor**

MENU:    **Start a new appointment form**    **Reports**    **Batch Processing**    **Batch Printing**    **Deadlines Info**    **Unlock PC**

**Produce Chairperson's Signoff Sheet**    **Blank Forms and Templates**    **Process Signoffs**

**Search appointment forms**

Close Window

Start a new appointment form:

1. Enter Employee's SS#:           [                              ]

2. Choose Appointment Type:    [ College Assistant new appointment          ▼ ]

3. Select a Term: (optional)      [ Fiscal Year2025(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

# Offer Letters

❖ Departments **<u>should not</u>** be sending out offer letters to the new employees

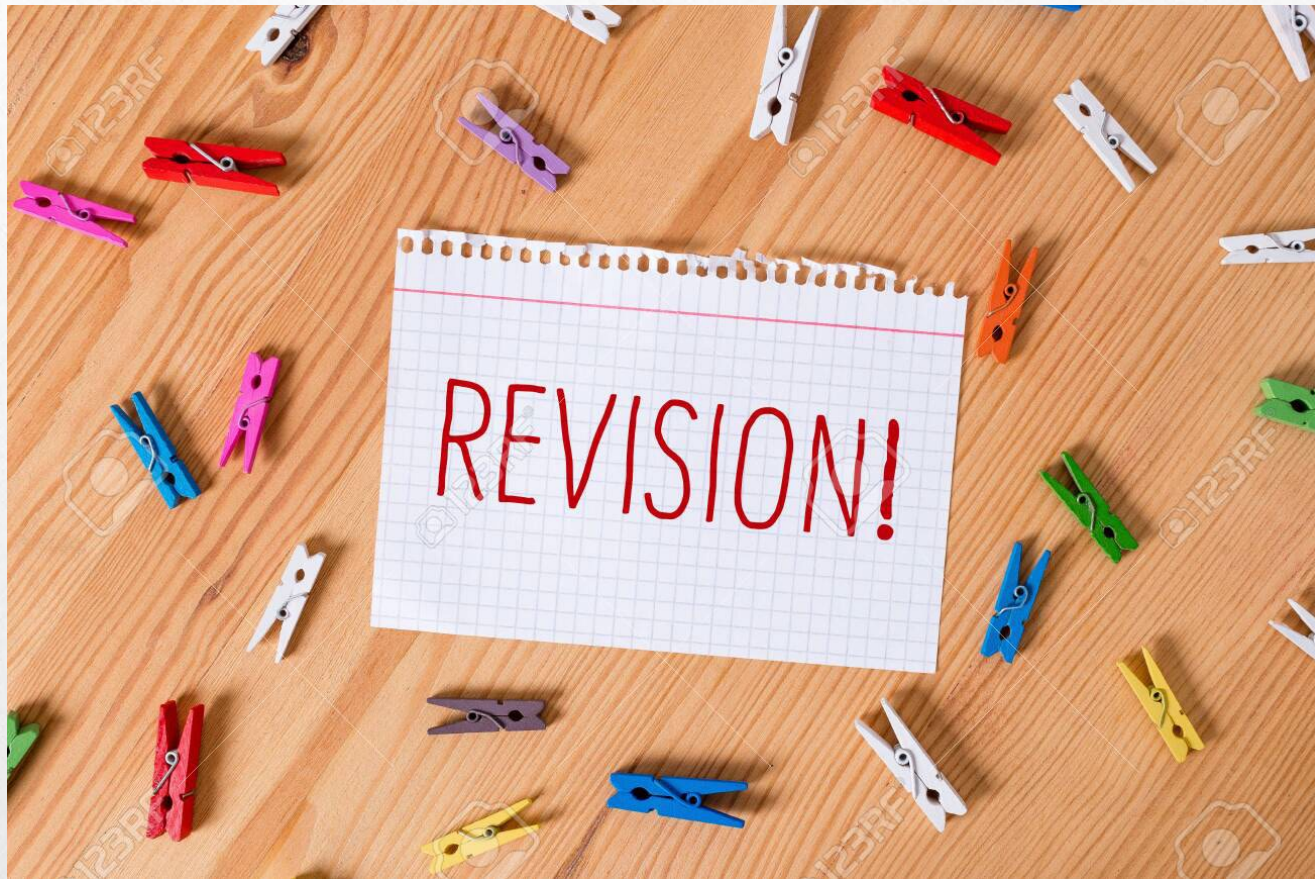❖ Offer letters are generated and issued by HRS once the employee has completed the onboarding process

# 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*

# 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

| Show the forms for the following semester/fiscal year<br>For CA Appointments, select the Fiscal Year of the appointment. | - - SELECT ONE - - ▾ |
|---|---|
| **Employee's Last Name** | |

**Step 2:**

To start the revision, look for the most recent form and click on the employee's name

| Department | Control Number | Appointee's Name | Appointment Type |
|---|---|---|---|
| Human Resource Serv / Personnel | CA 615 FY22 R | Smith, Jane | College Assistant new appointment |
| Human Resource Serv / Personnel | CA 615 FY22 X | Smith, Jane | College Assistant new appointment |

*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

# Terminating An Appointment

| Is Employee presently employed in the same title at any other CUNY college? * | ○ Yes  ● No |
|---|---|
| If yes, indicate: Where | **Title** |

**Start Date of Action** (mm-dd-yyyy) * `07-01-2021`  **End Date of Action** (mm-dd-yyyy) * `03-10-2022`

**Appointment is for Fiscal Year 2022**

- - SELECT ONE - -
Termination
✓ Resignation
End of Hours
Budget Cut
Other

If revising the dates, is this a ter... ...t?  ● Yes  ○ No

**Termination Reason**  **TERMINATED as of** (mm-dd-yyyy) `03-10-2022`

**Budget Unit to be Charged:**

| | | | | | |
|---|---|---|---|---|---|
| Total Hours at Old Rate Excluding Sick/Annual * | `639.0` | at New Rate | `0.0` | = | `639.0` |
| **Sick/Annual Hours** * CALCULATE | `75.0` | at New Rate | `0.0` | = | `75.0` |
| Total Hours at Old Rate Including Sick/Annual * | `714.0` | at New Rate | `0.0` | = | `714.0` |

Department `837`

Program * `01`

Expense * `160`

**Hourly Rate (Old)** `15.61`  **New Rate** `0.00`
between $15.61 & $25.51 for CA or $15 for Student Aides. *

- 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 <u>match last day mentioned in letter</u>**

*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 | |
|---|---|---|---|
| 07-01-2021 | _____ New Appointment | Excluding Sick/Annual | 900.0 |
| **End Date of Action:** 06-30-2022 | X Reappointment | Including Sick/Annual | 1027.0 |

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: |
|---|---|---|---|---|---|
| 07-01-2021 | Excluding Sick/Annual | 267.0 | Excluding Sick/Annual | 0.0 | 267.0 |
| **End Date of Action:** 11-28-2021 | Including Sick/Annual | 304.0 | Including Sick/Annual | 0.0 | 304.0 |
| | Rate | | Rate | $ 0.00 | |

# 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 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.

Produce PDF Image of Full Form Data or Appointment Details

Do NOT use for Classified Hourly ( control number starts with CA) appointments

Get **Blank PDF Forms** of Supporting Documents

Initiate cancellation/deletion of the form

❖ 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 <u>zero out the hours</u> and <u>match end date of action to start date</u>**

❖ 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 <u>DAILY</u> is a must!**

# FY 25 Classified Hourlies Processing Timeline

## 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

Please refer to the **"Classified Hourlies Processing Timeline"** to keep track of e-appointment submission deadlines

# Classified Hourlies Benefits At a Glance

❖ **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

**COLLEGE ASSISTANT TIMESHEET**
**BROOKLYN COLLEGE**
**PAYROLL OFFICE**

| TO BE COMPLETED BY SUPERVISOR | |
|---|---|
| | APPOINTED HOURS: |
| DEPT#: | TOTAL HOURS USED TO DATE: |
| RATE $ | BALANCE HOURS: |

PAYROLL PERIOD: 03/27/22 - 04/09/22

# 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 <u>AND/OR</u> 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](mailto:Psainte@Brooklyn.cuny.edu)

1231 Boylan Hall

P: 718.951.5137

F: 718.951.5370

E: [BCParttime@Brooklyn.cuny.edu](mailto:BCParttime@Brooklyn.cuny.edu)