

FY27 Classified Hourly Processing Timeline

Note: FY27 classified hourly employees that are not approved by Budget in eAppointments by June 12th, 2026 will be considered non-reappointment. Departments **MUST** check eAppointments **DAILY** for status.

 = Department Deadline

March 30th  Classified Hourly Processing Refresher meeting

May 11th  Departments can start submitting appointments (Re-appointments and New).

Administrative Tasks for Departments

For Reappointments

- Create reappointment for employees in eAppointments
- Ensure information is the same as the previous years
- Enter appointed hours for entire fiscal year

For New Appointments

- Once budget approved contact HRS for Instructions.

June 1st  Deadline for Departments to submit **FY27 reappointments** to Budget for employees to be paid on time for first payroll (**TBD**).

Deadline for Departments to send **Non-reappointment/Reappointment list** to HRS

June 15th  Last day for Departments to email supporting documents for **FY27 reappointment** to the HR Coordinator for Part-Time Classified Hourlies 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 22nd  Deadline for HRS to process reappointments into CUNYfirst for **FY27 first payroll (TBD)**.

Last day for HRS to send reappointment letters to classified hourly employees.

[CUNY Dropbox Tutorial](#)

Questions? Contact Geisha Pichardo (Geisha.Pichardo@Brooklyn.cuny.edu) and Guadalupe Leal (Guadalupe.Leal@brooklyn.cuny.edu)