

Compensation Plan (ECP) Online arding Guide

Office of Human Resources

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Executive Compensation Plan Onboarding Guide

Office of Human Resources

The City College of New York



Welcome to CCNY!

We are thrilled to have you become a part of the CCNY Team! We look forward to a long and successful journey together.



City University of New York (CUNY)

- The City University of New York is the nation's largest urban public university, a transformative engine of social mobility that is a critical component of the lifeblood of New York City. Founded in 1847 as the nation's first free public institution of higher education, CUNY today has 25 colleges spread across New York City's five boroughs, serving 243,000 degree-seeking students of all ages and awarding 55,000 degrees each year. More than 80 percent of the University's graduates stay in New York, contributing to all aspects of the city's economic, civic and cultural life and diversifying the city's workforce in every sector. The University's historic mission continues to this day: provide a public first-rate education to all students, regardless of means or background.
- The mission of The City University of New York is embodied in state education law, Article 125, Section 6201, as the finding and intent of the New York State Legislature. For more information, please follow the link- <u>https://www.cuny.edu/about/</u>



CUNY Chancellor

205 East 42nd Street, New York, NY

Félix V. Matos Rodríguez, Chancellor

Félix V. Matos Rodríguez has served as the eighth Chancellor of The City University of New York (CUNY) since 2019, focusing his tenure on championing student equity across the University system. Chancellor Matos Rodríguez, whose historic appointment makes him the first educator of color and the first Latino to lead the nation's largest urban university, oversees a system of 25 colleges with an enrollment of over 243,000 degree-seeking students, over 185,000 adult and continuing education students, and an operating budget of \$3.8 billion



CUNY Central Offices

Doriane K. Gloria

Senior Vice Chancellor for University Human Resources Office of Human Resources Management (OHRM)

205 East 42nd Street, New York, NY 10017

HR Operations Strategic Planning Recruitment and Diversity Campus HR Advisory Services Office of Labor Relations Office of the General Counsel/Legal Affairs

395 Hudson Street, New York, NY 10014

CUNYfirst - HCM Client Support Services Payroll Systems, Operations and Solutions Professional Development and Learning Management Project Management **Shared Services** Benefits Unemployment Insurance Workers Compensation

555 West 57th Street, New York, NY 10019 Payroll Systems Operations and Solutions



CUNY Central Office

205 East 42nd Street, New York, NY 10017

Derek Davis

Senior Vice Chancellor for Legal Affairs & General Counsel Office of the General Counsel/Legal Affairs

- Legal Affairs
- General Counsel
- Ethics

Pamela S. Silverblatt

Senior Vice Chancellor for Labor Relations

Office of Labor Relations

- Instructional and Classified Staff Labor Relations
 - Labor Hearings and Appeals

230 West 41st Street, New York, NY, 10036

Christina Chiappa, Interim

Vice Chancellor for Budget and Finance & Chief Financial Officer Budget & Finance for the University

395 Hudson Street, New York, NY 10014 Eusebio Formoso

Vice Chancellor for Information Technology & University Chief Information Officer Computing & Information Services

555 West 57th Street, 16th Floor Eusebio Formoso

Vice Chancellor for Information Technology & University Chief Information Officer Computing & Information Services



CUNY Colleges

- Baruch College
- Borough of Manhattan Community
 College
- Bronx Community College
- Brooklyn College
- College of Staten Island
- Craig Newmark Graduate School of Journalism
- CUNY Graduate Center
- CUNY Graduate School of Public Health and Health Policy

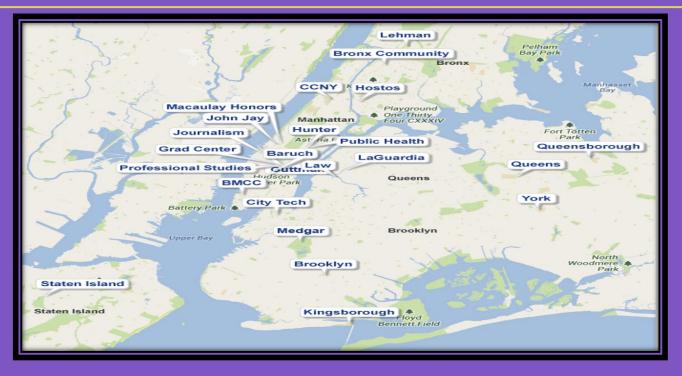
- CUNY School of Labor and Urban
 Studies
- CUNY School of Law
- CUNY School of Professional Studies
- Guttman Community College
- Hostos Community College
- Hunter College
- John Jay College of Criminal Justice
- Kingsborough Community College •
- LaGuardia Community College

https://www.cuny.edu/about/colleges-schools

- Lehman College
- Macaulay Honors College
- Medgar Evers College
- New York City College of Technology (City Tech)
- Queens College
- Queensborough Community
 College
 - The City College of New York
 - York College



CUNY Colleges





https://www.cuny.edu/about/colleges-schools

EXECUTIVE SALARY AND COMPENSATION PLAN (ECP)

- ECP members serve at the highest ranks of managerial and confidential employees, not subject to representation through collective bargaining
- The Plan enables the University to attract talent from outside the University, retain talent within the University's ranks, and offer competitive salaries
- ECP staff serve in positions charged with leading the University and its constituent Colleges, under the policy direction of the Board of Trustees. Acting in accordance with the Bylaws, they shape, guide, interpret, and embody the mission of the institution, performing a public trust that extends beyond the particulars of their assignments. Through their knowledge, experience, and leadership, they transform that trust and that mission into academic programs, student services, and administrative systems.
- They are held accountable that these programs, services, and systems:
 - i. Respond to the educational needs of the diverse student population served by CUNY
 - ii. Support the responsibilities of the faculty
 - iii. Are effectively implemented
 - iv. Operate fairly and efficiently
 - v. Conform to the highest principles of public service
 - vi. Demonstrate a commitment to accountability and transparency
 - vii. Conduct themselves in an ethical manner



EXECUTIVE SALARY AND COMPENSATION PLAN (ECP) Cont'd

- The positions covered by the ECP Plan involve very significant independent management and executive responsibilities, including representation of the University and the Colleges to internal constituents and to external public and private entities. The ECP Plan:
- I. Enables executives to align their individual goals with the CUNY system's and Colleges' goals
- II. Creates a framework for goal setting and performance evaluation
- III. Focuses on results and behaviors
- IV. Creates connections between performance and rewards.



CUNY ECP Contract Titles

- Chancellor
- Executive Vice Chancellor
- Senior Vice Chancellor
- Vice Chancellor
- Associate Vice Chancellor
- Assistant Vice Chancellor
- University Administrator
- University Associate
 Administrator
- University Assistant
 Administrator
- Senior University Dean
- University Dean
- University Associate Dean
- University Assistant Dean

- President
- Senior Vice President
- Vice President
- Assistant Vice President
- Administrator
- Associate Administrator
- Assistant Administrator
- Dean
- Associate Dean
- Assistant Dean

- Dean and President of the CUNY School of Law
 - Dean and President of the Graduate School of Journalism,
 - Dean and President of the Macaulay Honors College
- Dean and President of the School of Public Health and Health Policy
- Dean and President of the School of Professional Studies
- Secretary of the Board

- CUNY wide and Professional School Senior Associate Dean
- CUNY-wide and Professional School Assistant Dean
- CUNY-wide and Professional School Senior Associate Administrator
- CUNY-wide and Professional School Associate Dean
- CUNY-wide and Professional School Associate Administrator
- CUNY-wide and Professional School Assistant Administrator



Current City College of New York ECP Employees: President Series

Name

Vincent Boudreau

Contract Title

Functional Title

President Senior Vice President of Academic Affairs and Provost Vice President and Executive Director of OOIAC Senior Vice President and Chief Operating Officer Vice President and Chief Financial Officer Vice President of IT and Chief Information Officer Vice President of Student Affairs and Enrollment Assistant Vice President of Facilities Management Assistant Vice President of Enrollment Management Acting Senior Associate Provost

Work Email

vboudreau@ccny.cuny.edu

dmozeleski@ccny.cuny.edu

sgurba@ccny.cuny.edu

tliss@ccny.cuny.edu

kihrer@ccny.cuny.edu clloyd@ccny.cuny.edu

nnwosu@ccny.cuny.edu mrstrzeszewski@ccny.cuny.edu vvaldes@ccny.cuny.edu rwesson@ccny.cuny.edu

Location

H E Wille Administration Bldg.

H E Wille Administration Bldg.

Shepard Hall

H E Wille Administration Bldg.

Marshak Science Building

- H E Wille Administration Bldg.



Tony Liss Senior Vice President Doliski (Dee Dee) Mozeleski Scott Gurba Vacant Kenneth Ihrer Celia Lloyd Vacant Naomi Nwosu-Stewart Mary Ruth Strzeszewski Vanessa Valdes Rosemarie Wesson

Vice President Senior VP and COO Vice President Vice President Vice President Assistant Vice President

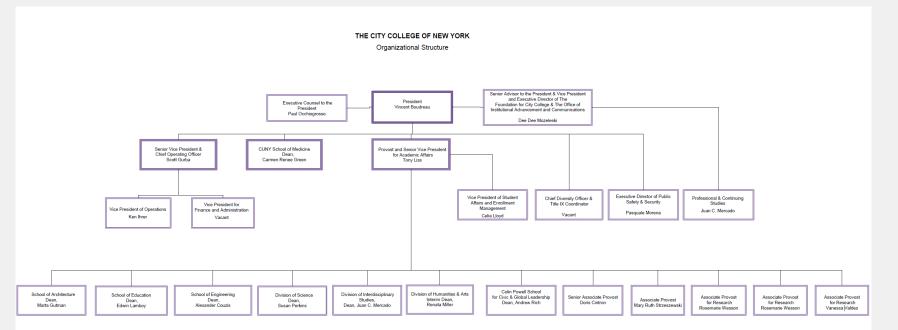
President

Associate Provost

Associate Provost

THE CITY COLLEGE OF NEW YORK

Organizational Structure as of 11/2023





Current City College of New York ECP Employees: Administrator Series

| Name | Contract Tit | le Functional Title | Work Email | Location |
|--|---|---|---|---|
| Paul Occhiogrosso | Administrator | Executive Counsel to President | pocchiogrosso@ccny.cuny.edu | H E Wille Administration Bldg. |
| Doris Cintron-Nabi | Administrator | Senior Associate Provost | dcintron@ccny.cuny.edu | H E Wille Administration Bldg. |
| Diana Cuozzo | Assistant Administrator | Executive Advisor to the President & Chief Diversity Officer | dcuozzo@ccny.cuny.edu | H E Wille Administration Bldg. |
| Deborah Cheng | Assistant Administrator | Executive Director of Fellowship Programs & Office of Student Success | s dcheng@ccny.cuny.edu | North Academic Center |
| Robert Derival | Assistant Administrator | Executive Director of Master of Public Administration | rderival@ccny.cuny.edu | North Academic Center |
| Pasquale Morena | Assistant Administrator | Executive Director of Public Safety & Security | pmorena@ccny.cuny.edu | North Academic Center |
| Eileen Wei | Assistant Administrator | Executive Deputy Controller | ywei@ccny.cuny.edu | Wingate Hall |
| Kisha Shrouder | Assistant Administrator | Executive Director of Human Resources | kshrouder@ccny.cuny.edu | Shepard Hall |
| Nikisha Williams | Assistant Administrator | Executive Director of Institutional Research | nwilliams3@ccny.cuny.edu | H E Wille Administration Bldg. |
| Priscilla Daniel | Assistant Administrator | Executive Chief of Staff | pdaniel2@ccny.cuny.edu | Shepard Hall |
| Angelos Lampousis Ramon De Los Santos | Assistant Administrator Assistant Vice President | Executive Director of Charles B. Rangel Infrastructure Workforce Initiative Student Affairs | alampousis@ccny.cuny.edu rdelossantos I @ccny.cuny.edu | Shepard Hall H E Willie Administration Bldg. |



Current City College of New York ECP Employees: Dean Series

| Name | Contract Title | e Functional Title | Work Email | Location |
|-------------------|----------------|---|-------------------------|--------------------------------|
| Carmen Green | Dean | Dean of the CUNY School of Medicine | carmeng@med.cuny.edu | Harris Hall |
| Andrew Rich | Dean | Dean of Colin Powell School for Civic and Global Leadership | arich@ccny.cuny.edu | North Academic Center |
| Edwin Lamboy | Dean | Dean of School of Education | elamboy@ccny.cuny.edu | North Academic Center |
| Alexander Couzis | Dean | Dean of Grove School of Engineering | acouzis@ccny.cuny.edu | Steinman Hall |
| Renata K. Miller | Dean | Dean of Humanities and the Arts | remiller@ccny.cuny.edu | North Academic Center |
| Juan Mercado | Dean | Dean of Interdisciplinary Professional Continuing Studies | jmercado@ccny.cuny.edu | 25 Broadway |
| Susan Perkins | Dean | Dean of Science | sperkins@ccny.cuny.edu | Marshak Science Building |
| Marta Gutman | Dean | Dean of School of Architecture | mgutman@ccny.cuny.edu | Spitzer School of Architecture |
| Kevin Foster | Associate Dean | Associate Dean of Academic Affairs | kfoster@ccny.cuny.edu | North Academic Center |
| Andrew Ratner | Associate Dean | Associate Dean School of Education | aratner@ccny.cuny.edu | North Academic Center |
| Ardie Walser | Associate Dean | Associate Dean Graduate Studies and Research | walser@ccny.cuny.edu | Steinman Hall |
| Laurent Mars | Associate Dean | Associate Dean Science | mars@ccny.cuny.edu | Marshak Science Building |
| Mario H. Ramirez | Associate Dean | Associate Dean and Chief Librarian | mramirez3@ccny.cuny.edu | North Academic Center |
| Michael J. Miller | Associate Dean | Associate Dean Architecture | mmiller@ccny.cuny.edu | Spitzer School of Architecture |



The City College of New York Deans & Department Chairs (as of 8/2023)

Division of Humanities and the Arts: Interim Dean Renata Miller

- Art Department Chair: Thomas Thayer 7/1/2022 6/30/2025
- English Department Chair: Elizabeth Mazzola 7/1/2021 6/30/2024
- Classical and Modern Languages and Literatures Department Chair: Angel Estevez 7/1/2021 - 6/30/2024
- History Department Chair: Anne Kornhauser 7/1/2023 6/30/2026
- Media and Communication Arts Department Chair: Gerardo Blumenkrantz 7/1/2023 - 6/30/2026
- Music Department Chair: Michael Holober 7/1/2023 6/30/2024
- Philosophy Department Chair: Benjamin Vilhauer 7/1/2023 6/30/2026
- Theatre and Speech Department Chair: Jennifer Tuttle 7/1/2020 - 6/30/2023

Division of Science: Dean Susan Perkins

- Biology Department Chair: David Lohman 7/1/2023 6/30/2026
- Chemistry and Biochemistry Department Chair: Stephen O'Brien 7/1/2023- 6/30/2026
- Earth and Atmospheric Sciences Department Chair: Z. Johnny Luo 7/1/2022 - 6/30/2025
- Mathematics Department Chair: Alina Vdovina 7/1/2021 6/30/2024
- Physics Department Chair: Sebastian Franco 7/1/2022 6/30/2025



The City College of New York Deans & Department Chairs (As of 8/2023) Cont'd

Colin Powell School for Civic and Global Leadership: Dean Andrew Rich

- Anthropology, Gender Studies and International Studies
 Department Chair: Irina Silber 7/1/2023 6/30/2026
- Economics and Business Department Chair: Prabal K. De 7/1/2021 - 6/30/2024
- Political Science Department Chair: Bruce Cronin 8/25/2023-8/27/2024
- Psychology Department Chair: Robert Melara 7/1/2022 -6/30/2025
- Sociology Department Chair: Yana Kucheva 7/1/2021 -6/30/2024

Division of Interdisciplinary Studies at CWE: Dean Juan Carlos Mercado

 Interdisciplinary Arts and Sciences Department Chair: Carlos Aguasaco 7/1/2021 - 6/30/2024

Library: Dean and Chief Librarian Mario H. Ramirez 7/1/2023-6/30/2024

Bernard and Anne Spitzer School of Architecture: Dean Marta Gutman

Architecture Department Chair: Sean Weiss 7/1/2022- 6/30/2025

SEEK Director and Chair: Sherri Rings 7/1/2021-6/30/2024



The City College of New York Deans & Department Chairs (As of 8/2023) Cont'd

CUNY School of Medicine: Dean Carmen Green

- Community Health and Social Medicine Department Chair: Omrana Pasha-Razzak
- Medical Education Department Chair: Michael Iannuzzi
- Molecular, Cellular, and Biomedical Department Chair: John Martin

School of Education: Dean Edwin Lamboy

- Teaching & Learning Department Chair: Laura Gellert 7/1/2021 6/30/2024
- Learning, Leadership, and Culture Department Chair: Christopher Yawn 7/1/2021 - 6/30/2024

Grove School of Engineering: Dean Alexander Couzis

- Biomedical Engineering Department Chair: Mitchell Schaffler 7/1/2022 - 6/30/2025
- Chemical Engineering Department Chair: Marco Castaldi 7/1/2023 - 6/30/2026
- Civil Engineering Department Chair: Ann E. Wittig 7/1/2022 -6/30/2025
- Computer Sciences Department Chair: Akira Kawaguchi
 7/1/2021 6/30/2024
- Electrical Engineering Department Chair: Roger Dorsinville 7/1/2021 - 6/30/2024
- Mechanical Engineering Department Chair: Feridun Delale 7/1/2023 - 6/30/2026



INSTRUCTIONAL STAFF OVERVIEW (TEACHING AND NON-TEACHING)

TEACHING STAFF

- Full-time Faculty (Professorial & Non-Professorial)
- Adjunct faculty (Professorial & Non-Professorial)

NON-TEACHING STAFF:

- Higher Education Officer Series (HEOs) Administrative staff
- College Laboratory Technician Series (CLTs) and Adjunct CLTs – Academic departments only
- Research Associates and Research Assistants Academic Departments only
- Non-Teaching Adjuncts

CLASSIFICATION AND APPOINTMENTS

- Fair Labor Standards Act (FLSA) Exempt / Non-Exempt
- Excluded / Included (Collective Bargaining Unit PSC)
- Appointments
- Tenure track
- Tenured
- Certificate of Continuous Employment (CCE) for Lecturers
- Certificate of Continual Administrative Service (CCA /13.3 b) for Higher Education Officer series
- Acting
- Annual (Excluded titles)
- Substitute (specific periods for faculty, CLTs and HEO series)



INSTRUCTIONAL STAFF OVERVIEW CLASSIFICATION AND APPOINTMENTS

- Fair Labor Standards Act (FLSA) Exempt / Non-Exempt
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 - Acting
 - Annual (Excluded titles)
 - Substitute (specific periods for faculty, CLTs and HEO series)

- Minimum qualifications for most titles are listed in the Code of Practice
- Recruitment and retention efforts are assigned to college search committees under affirmative action guidelines
- Campus HR coordinates recruitment and retention efforts with various constituent offices on campus – for e.g., faculty recruitment is coordinated with the campus Office of Academic Affairs):
 - ✓ CUNYFirst Talent Acquisition Management
 - ✓ College Governance process
 - ✓ HEO Screening Committee



CLASSIFICATION OF CLASSIFIED STAFF

THERE ARE 4 CLASSES WITHIN THE CLASSIFIED STAFF:

COMPETITIVE CLASS:

- Positions are filled through competitive examination governed by CUNY and New York State civil service rules and law
- Positions are filled from lists of candidates based on examination scores
- Positions are filled on a PROBABLE PERMANENT basis for one year with evaluations scheduled periodically
- If the employee successfully completes the probable permanent appointment, he/she becomes PERMANENT, which gives employee certain rights under the law
- If there is no list, a search may be conducted to fill a position as PROVISIONAL
- Some positions may be filled as TEMPORARY for three months, subject to limitations

NON-COMPETITIVE CLASS:

- Employees are not subject to examinations because of minimal qualifications and high turnover (Custodial Assistant) or if the title is otherwise licensed (Nurse)
- Positions are filled through a search

www.cuny.edu/about/administration/offices/hr/policies-and-procedures/personnel-policy-bulletin/ White Collar Agreement 2009-2016; 2009-2017 and 2010-2017 Blue Collar Agreement 2009-2016 and 2009-2017 https://www.cuny.edu/about/administration/offices/labor-relations/labor-contracts/

LABOR:

- Positions reserved for certain titles that do not have minimum education or experience requirements
- Laborer-only title used at CCNY
- Positions are filled through a search

CIVIL SERVICE EXEMPT

- Rare exceptions to Civil Service processes for 3 Central Office titles only
- Secretary to the Civil Service Commission
- University Security Director
- Deputy University Security Director



CLASSIFIED STAFF OVERVIEW & BARGAINING AGREEMENTS

- Subject to Civil Service Rules and Personnel Policy Bulletins (PPBs) which are online and accessible through the CUNY's Office of Human Resources Management (OHRM) website
- Classified positions default to the Competitive Class, which means that candidates must compete for jobs through the exam process
- CUNY Civil Service Commission is required to place positions in Non-competitive, Exempt, or Labor classes

Classified Managerial – non-union {See PPBs}

White Collar Contract

- Accounting
- Clerical
- College Assistant
- Information Technology

Blue Collar Contract

- Public Safety
- Custodial
- Motor Vehicle Operators

Skilled Trades are subject to the City of New York Comptroller's determination



CLASSIFIED STAFF OVERVIEW & BARGAINING AGREEMENTS

- CUNY's Classified Staff Titles are covered by the various Labor Contracts. Specifically, White Collar and Blue Collar Agreements and NYC Comptroller's Consent Determinations.
- Classified Titles are also subject to Civil Service Rules and Regulations and Personnel Policy Bulletins (PPBs) which are online and accessible through the CUNY's Office of Human Resources Management (OHRM) website.
- Most Classified positions default to the Competitive Class, which means that candidates must compete for jobs through the exam process
- Other title classifications include Non-competitive or Labor Classes, in which positions are filled through the search process.

White Collar Titles categories include the following:

- Accounting
- Clerical
- Information Technology
- College Assistant (Part-time title)

Blue Collar Titles categories include the following:

- Public Safety
- Custodial
- Motor Vehicle Operators

NYC Comptroller's Consent Determinations cover Skilled Trades Titles, such as the following: Carpenter, Electrician, Plumber, Stationary Engineer.

Classified Managerial Titles

- Managerial Civil Service Titles.
- No union representation



IMPORTANT KEY WORDS

- CUNYfirst (CUNY's Fully Integrated Resources & Services Tool) PeopleSoft based resource that manages the daily activities of students, faculty, and staff through three main work pillars Campus Solutions, Human Capital Management (HR), and Financials.
- EMPL ID Employee Identification number is a unique numerical identifier assigned to each CUNY employee. It is used in lieu of the social security number to identify employees in CUNY first.
- N Number Payroll Identification number is unique a identifier assigned to CUNY (State) employees by The Office of the New York State Comptroller (OSC), NYS Payroll System. It is is used, in lieu of the social security number, to identify employees in the NYS Payroll System. The N Number can be found on a NYS OSC issued paystub. Questions regarding N Numbers may be addressed to CCNY's Payroll Services at payrollservices@ccny.cuny.edu.
- PAF Personnel Action Form is used to process employee actions such as, but not limited to appointments (hires), terminations, transfers and salary changes.
- VRB Vacancy Review Board, created by CUNY to review personnel action requests from campuses that are considered exceptions relative to the University's hiring freeze. Personnel actions in question during a hiring freeze include new positions and promotions.
- Tumbleweed Secure transport system used to provide secure file transfer of critical business files, financial transactions and sensitive personal data. The College's Payroll is submitted to CUNY Payroll via Tumbleweed every two weeks.
- Research Foundation (RF) is a non-profit education corporation that assists the University in the identification of opportunities, procurement, use and disposition of funds from the federal, state, and municipal government and other sources to support all research and sponsored programs at the University.
- Blackboard is a web-based course management program that enables students and faculty to participate in online classes and/or utilize online course materials to compliment face-to-face learning.





ONBOARDING

- The Onboarding Process begins with HR's New Hire Packet.
- The New Hire Packet consists of the following documents:
 - ✓ PAF
 - ✓ Payroll forms
 - CUNY Employment Application
 Parts One through Four
 - ✓ CUNY Print & Sign Forms
 - ✓ Form I-9





ONBOARDING – CUNY PRINT & SIGN FORMS

- The CUNY Print & Sign forms consist of the following:
 - Personal Data Form
 - Emergency Contact Information
 - Statement of Citizenship
 - Emergency Evacuation Assistance
 - Voluntary Self-Identification for Employees
 - Veteran Status
 - Voluntary Self-Identification of Disability
 - Orientation for IT Security
 - Oath Upon Appointment
 - CUNY Policy Checklist
 - Authorization to Release Reference Information





ONBOARDING – PERSONNEL ACTION FORM (PAF)

- The PAF is what informs HR of what action to take.
- This document is typically completed by your department and partially completed by you.
- It includes biographical, pay, and other important information.

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| ion current CUNY employment: 🛛 Yes 🖓 No | | |
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| Retired from City Service (New York City or New York State) Yes No (If yes, attach details) | | |
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ONBOARDING – CUNY NEW HIRE APPLICATION PART I THROUGH 4

- The CUNY New Hire Application consists of four parts that must be completed and signed.
- Part I Educational and Professional Background
- Part 2 Confidential Criminal Background
- Part 3 Public Service Certifications and Pension/Retirement Benefits
- Part 4 Additional Licenses and Certifications



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ONBOARDING – PAYROLL FORMS

- Payroll Forms include the IRS Form W-4, NYS IT-2104, and a Direct Deposit form.
- W-4 Federal Tax Withholding Form
- IT-2104 NY State Tax Withholding Form
- Direct Deposit Form The form needed to enroll in direct deposit. This form MUST be paired with a copy of a voided check.
- If you require any assistance with completing a tax withholding form, you should consult a tax professional.

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| mplete St | ops 2-4 ONLY if they apply to you, otherwise, skip to Step 5. | See page 2 for more information | t on each step, | who can | 1 Total number of all | warees you are claiming for New Yo wanses for New York City (from ine | ork State and Yonkers. If applicable | (for ite fi) |
| _ | on from withholding, when to use the estimator at www.in.gov/ | | | | | below to have additional withhold | | d apprendent with your employer. |
| ep 2: Atiole Jobe | Complete this step if you (1) hold more than one job a also works. The correct amount of withholding depends | t a time, or (2) are married filing on income earned from all of the | jointly and you na lobs. | r spouse | 3 New York State are | ourt | | |
| Spouse | Do only one of the following. | | | | 4 New York City amo 5 Yonkers amount | unt | | 4 |
| lorks | | (a) Use the estimator at www.im.gov/W4App for most accurate withholding for this step () Ad Use the Mathina bie Wednesd and accurate bie for the step () | | | 3 spreads amount Lourity that I are antified to the re-enter of withholding allowances claimed on this perificate | | | |
| | (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Stage 4(c) below for roughly accusate with (e) if there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. Is accusate for jobs with similar page otherwises, more law than necessary may be withhad | | | | | I certify that I am entitled to the number of withholding allow Orphyse's signifier | | Cute |
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| | TIP: To be accurate, submit a 2021 Form W-4 for all o | other jobs. If you (or your spouse | i) have self-em | ployment | from your wages. You | way also be subject to oriminal pena | slatement you make that decrease ties. | is the amount of money yea have wit |
| | income, including as an independent contractor, use the | a astrinator. | | | | | · p a copy for your records | |
| amplete St | spa 3-4(b) on Form W-4 for only ONE of these jobs. Leave rate if you complete Steps 3-4(b) on the Form W-4 for the high | DIRECT DEPOS | IT FORM | FOR NYS EMPLOY | 'EES | | | |
| tep 3: | If your total income will be \$200,000 or less (\$400,000 | RETURN COMPLETED FOR | M TO YOUR AGE | ENCY/DEPARTMENT PAYROLL O | R PERSONNEL OFFICE | AC 2772 (REV 01/2821) | a copy of this form to New 't | fork State (see Autocfons): |
| lain. | | | | ORMATION (REQUIRE | | | 5 | |
| lependente | Multiply the number of qualitying children under age | SECTION A: EMPL | LOTEE INP | ORMATION (REQUIRE | | 1457.4.558 | a performed services for pay (r | mm-dd-ywyd (bee instr.): |
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| tep 4 Intionall | (e) Other income (not from jobs). If you want tax will this year that won't have withholding, order the amp | HOME ADDRESS (STRE | ET. CITY, STAT | E. ZP CODE) | | | y artification to the stirls Tax Department | Engliger Identification number |
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| djustments | (b) Deductions. If you expect to claim deductions of | SECTION B: BALA | INCE ACCO | OUNT INFORMATION (| REQUIRED) | | uctions | |
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ONBOARDING – FORM I-9

- Form I-9 verifies your identify and your authorization to work.
- Page I must be completed by you, the employee.
- Page 2 must be completed by your Department HRC
- Page 3 is the List of Acceptable Documents you may present to your Department HRC to verify your identity and your authorization to work.

| Employment Eligibi Department of Bon | E. E. E. | USCIS Form 1.9 | (1946) | Employment Eligibility Verification Department of Humbland Security 5. Citizenship and Immigration Services | USCIS Form I.9 Online 1015-001 Equates 1011-0022 |
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| OR 2. Farm 101 Admission Number OR 3. Foreign Passport Number: | | | | that (1) I have examined the document(x) prese- proxime and to relate to the employee named, an inten. In(Sd/yyyy): (See instruc- | nted by the above named employee, of (2) to the best of my knowledge th ritices for exemptions.) |
| Causey at losses | Al | STS OF ACCEPTABLE DOCUN II documents must be UNEXPI ployees may present one selection fro | RED n List A | | ployer or Authorized Representative ployer's Business or Organization Name |
| Preparer and/or Translator Certification (check one 6d not use a preparer or translator. A preparer) and/or trans Pielot below must be completed and spreci when preparers and | or a combination | LIST B | LIST C | Number and Name) City or Town | State 2P Code |
| I affect, under penalty of perjury, that I have assisted in the on knowledge the information is true and correct. Signature of Preparer or Translater | Both identity and | Documents that Establish Identity 08 | Employment Authorization AND | to be completed and signed by employer or auth B. Date we (Onver Name) Mode Initial Code | orized representative.) In of Rehire (Pappicable) (mm/dd/yyyy) |
| Last Kame (Family Name) Addesss (Theat Namiler and Name) | 2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-651) | State or outlying possession of the United States previded it certains a photograph or information such as name, date of birth, eender, height | card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT | Boroztise has expired, provide the information for the intent below. | document or recept that establishes Expiration Date (if any) (investigy)(y)) |
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| | to work for a specific employer leasure of his or her status: a. Foreign passport, and b. Forei I-44 or Form I-644 that has the following: (1) The some name as the passport: and | Voter's registration sant U.S. Military sand or draft record Military dependent's ID sand U.S. Coast Guard Merchant Marine Cand M. Native American tribal document | entificate issued by a State, county, municipal activity, or territory of the United States beening an official seal v 4. Native American Itilal document 5. U.S. Citizes ID Card (Form I-197) | | |
| | (2) An endorsement of the alien's nonvenigual status as long as that period of endorsement has not yet expired and the | Driver's loanse issued by a Canadi government authority For persons under age 18 who | States (Form 1-179) | | |
| 0 | proposed employment is not in coefficie with any restrictions or limitations identified on the form. E. Passport from the Pederated States | unable to present a documen listed above: | | | |
| | of Micronesia (FSM) or the Republic of the Marchail Islande (RM) with Perm 104 or Perm 1044 indicating nonimingrant admission under the Compast of Prev Association Islament the United States and the FSM or RMI | School record or report card Clinic, doctor, or hospital record Day-care or numery school record | - | | |
| | Examples of many of these | se documents appear in the Hand | book for Employers (M-274). | | |
| | Refer to the instru | actions for more information ab | out acceptable receipts. | | |
| | Form 1-0 10/21/2009 | | Page 3 of 3 | | |
| | | | | | |



CHOOSING A PENSION PLAN! YOUR CHOICES ARE...

- Teachers' Retirement System of the City of NY (TRS)
- TIAA-CREF (Optional Retirement Program)

- NYC Employees' Retirement System (ERS) (only as a Transferred Contributor)
- Board of Education Retirement System (BOERS) (only as a Transferred Contributor)

Please note: New employees have 30 days from appointment date to choose a retirement plan. If no choice is made within 30 days, New York State Education Law Section 6253 mandates that the employee be assigned to TRS



UNIVERSITY BENEFITS

- University Health Benefits program
- PSC-CUNY Welfare Fund Benefits
- Pension plans
- Alternative Funding Vehicles
- Tax Deferred Annuity Savings
- Flexible Spending Accounts
- FMLA, Annual and Temporary Disability
 Leaves
- Other Leaves Paid Parental Leave, Donated Sick Leave, Catastrophic

Leave

- Retirement and Retiree Health Benefits
- Other benefits COBRA
- College Savings Plans
- Federal Credit Unions
- Transit Benefit
- Tuition Waivers



You e Completed and Submitted all of your onboarding paperwork. Now what?



EMAIL, CUNYFIRST (CF) & BLACKBOARD ACCESS

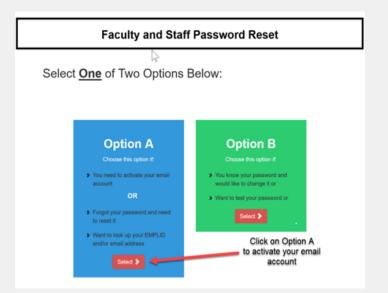
- Once your Onboarding Paperwork is processed, your CUNYFirst and email accounts will be created
- IT will notify your supervisor of your email address and CUNYFirst EMPL ID, which is required to access your CF and Blackboard accounts.
- Your supervisor will provide you with your email address and CF EMPL ID.





ACTIVATE YOUR EMAIL ACCOUNT

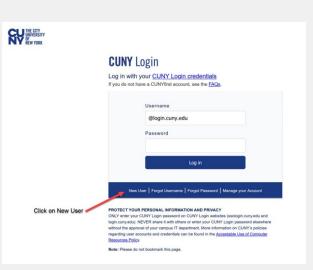
- All official CCNY communications will be sent to your CCNY email account.
- You must activate your email account in order to begin using it.
- To activate your email account, visit <u>https://www.ccny.cuny.edu/it/e-mail , under</u> <u>Faculty/Staff click 'Activate Account'</u>
- On the following page, select Option A to activate your email account.
- You will then be prompted to enter your personal information and a new password.
- Once completed, your email account will be activated.





CLAIM YOUR CUNYFIRST ACCOUNT

- To begin using CUNYfirst and Blackboard you must first claim your CF account.
- To claim your CF account, go to <u>https://home.cunyfirst.cuny.edu/</u>.
- On the Login page, click 'New User' (first name.last name.last two digits of EMPL ID @login.cuny.edu)
- You will then be prompted to enter your personal information and a new password.
- Once completed, your CUNYfirst account will be activated.





TIMESHEET

- Employees must complete the electronic timesheet via the e-Central Timekeeping portal on a monthly basis: <u>https://portal.ccny.cuny.edu/depts/hr/times</u> <u>heet/signin.php</u>
- Timesheets are due the following Monday after payday
- An Instructional videos are available online:

https://www.ccny.cuny.edu/hr/electroniccentral-timekeeping-portal-e-ct

• For questions: Please contacttimeandleave@ccny.cuny.edu

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WORKLOAD

 The work week for employees in the ECP plan consists of no fewer than 35 hours, as assigned by the Chancellor or President (or his/her designee). It is expected that staff in ECP positions will devote the time necessary to accomplish all required work. Regulations established by the College or the University's Office of Human Resources Management concerning time and leave accounting and record-keeping shall be observed by persons in positions in the ECP.



ECP MULTIPLE POSITIONS

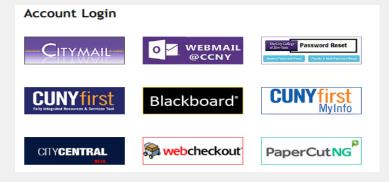
 The primary obligation of staff in ECP positions is to provide service to The City University of New York. As executives, all ECP staff members are expected to be available to fulfill their professional obligations at all times. Thus, staff in ECP positions shall not normally receive extra compensation for teaching or non-teaching work performed for the University. A request from a President or from a member of the Chancellery for an exception to permit an ECP staff member to receive additional compensation for teaching or other work performed outside of normally assigned hours requires the approval of the Vice Chancellor for Human Resources Management.

Staff in ECP positions shall, upon approval of the President or, in the case of the University's Central Office, the Chancellor, be permitted to engage in outside consultation and professional activities up to a maximum of two (2) work days per month , for a total of 24 work days per year. Work days on which such consultation activities occur shall be charged to annual leave. Outside activities may not interfere with the executive's primary commitment to CUNY.



SERVICE DESK

- The Service Desk's mission is to effectively and efficiently serve as the primary point of contact for students, faculty, and staff seeking a resolution to IT services provided by the college and IT services provided by the Office of Information Technology (e.g. laptops, mobile devices, software, hardware, and operating systems). We ensure that all possible measures are taken to troubleshoot and resolve the issue in a timely manner.
- <u>https://www.ccny.cuny.edu/it/help</u>



To submit a service request or incident email us at the Service Desk (servicedesk@ccny.cuny.edu). Please make sure to include a full description of your problem. Please make sure include the following information:

- Description of Incident/Request: Name:
- Department:
- Work Number:
- Cell Phone Number:
- CCNY Email:
- Location(s):
- Model #s of the device and/or computer: (If Applicable)
- CIT #s: (If Applicable)
- Availability
- <u>servicedesk@ccny.cuny.edu</u>



PAYROLL

- Payments are produced by the NYS Office of the State Comptroller.
- We strongly encourage submitting your new hire paperwork early to your department HRC to avoid any delays in your first paycheck.
- Your first paycheck will be mailed to the home address indicated on your PAF and is expected to arrive on or close to the day your paycheck is due.
- For subsequent payments, we strongly encourage you to enroll in <u>Direct Deposit</u> to avoid any paychecks becoming lost in transit. Please note that check replacements may take 6-8 weeks.
- Paystubs are mailed to your home address on or close to the day your direct deposit is due.
- For any additional questions regarding your payroll, please contact payrollservices@ccny.cuny.edu.





NEW YORK STATE PAYROLL ONLINE

CUNY employees on New York State payroll can now access New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on the New York State payroll to access pay stubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account via CUNYFirst.

How to submit the request via CUNYfirst to activate the NY.gov account:

- Log into CUNYfirst After logging in, select the following:
- Human Capital Management from the CUNYfirst homepage menu.
- Click on top center drop down menu and click on Employee Self Service
- Select Other Employee Tasks (1). From the left hand side menu, select New York State Payroll Online.
- Review the content under New York State Payroll Online (NYSPO) NY.gov Account Activation Request. To submit your request, select the checkbox confirming that you've read the content and Submit.

After you formally submit your request in CUNYfirst, your NY.gov account is estimated to be activated within 15-20 business days. After your NY.gov account is officially activated, a confirmation message will be sent to your primary business email address in CUNYfirst with additional instructions on how to verify your identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYfirst, you will experience issues accessing NYSPO. Additionally, if you have existing NY.gov accounts for previous/other NYS organizations, you will need to request an additional NY.gov account via this process to view your CUNY-pay information. For additional information and New York State Payroll Online (NYSPO) resources, please visit https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a0a2bc-00fb. For inquiries pertaining to NYSPO to, please contact https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a0a2bc-00fb. For inquiries pertaining to NYSPO to, please contact <a href="https://www.cuny.edu/about/administration/offices/hr/university-payroll-state-p





Accessing Campus



Accessing Campus

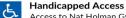












Access to Nat Holman Gym and Rooms 20 thru 28 only.

PARKING

THE PARKING DESK - NAC 4/201

- Our hours are 9:00 AM to 4:30 PM Monday to Friday (except for Summer Hours)
 Please feel free to email parking@ccny.cuny.edu
- Live Parking Information is available Monday to Friday 9:00 AM to 4:30 PM by calling (212) 650-7183 or drop by NAC 4/201

PARKING SALES JULY I to JUNE 30.

Parking sales for the period July 2022 to June 2023 went on sale on Monday, May 9th. Day parking permits and St. Nicholas Terrace permits are for CCNY Faculty and Staff only. They are not available to students including students working part time as College Assistants or similar titles. Students may purchase evening permits. As always parking permits are available on a first come first served basis. Once we sell out you will have to put your name on a waiting list. PLEASE FEEL FREE TO PICK YOUR PERMIT UP AFTER YOU PAY AT THE BURSAR

THERE WILL BE NO REDUCED RATE FOR PARKING PERMITS THERE IS NO DISCOUNT FOR ALTERNATE FUEL VEHICLES

THE PERMITS WILL COST: DAY PERMITS: \$600 for the year with the option to pay in 2 installments of \$300 (the 2nd installment will be due before January - look for the email) EVENING PERMITS: \$300 for the year payable in 2 installments of \$150 ST. NICHOLAS TERRACE PERMITS: Free to CCNY Faculty and Staff (Not to Students)

- Payment must be made at the College Bursar in person, or you can have a co-worker or other designee pay for you as long as they have copies of your ID card with EMPL ID number (the Bursar needs EMPL ID numbers for all transactions). Please check the Bursar's website for their hours <u>https://www.ccny.edu/bursar</u>. The Bursar does not accept online or mail in payments for parking. Payments must be made with cash, check or money order made out to: THE CITY COLLEGE OF NEW YORK. Credit cards or debit cards are not accepted for Parking payments but there are ATM machines located throughout the campus.
- To save time at the Bursar please fill out the form below and present it to the cashier: https://www.ccny.cuny.edu/sites/default/files/2022-05/BURSAR%20Parking%...

Pay at the Burstar then bring your original Burstar's receipt to the Public Safety Office, NAC 4/201 Monday to Friday from 9:00 AM to 4:00 PM, along with your completed parking application and photocopies of the required documentation. Bringing photocopies will cut the time you spend at the Parking Desk to less than half. You can send your document packet using the College's SECURE TRANSFER email (see below for the links). If you are applying for a paid parking permit then the document packet goes ond <u>MUST INCLUDE</u> a copy of your paid Bursar's receipt. You or your designee will still have to pay at the Bursar and you will still have to pick up your physical parking permit.

WE WILL NOT HOLD A PERMIT FOR YOU WITHOUT A COPY OF YOUR PAID BURSAR'S RECEIPT.

THE SECURE TRANSFER LINK: https://securetransfer.ccny.cuny.edu/

INSTRUCTIONS FOR SECURE TRANSFER: https://www.ccny.cuny.edu/it/sending-and-receiving-sensitive-or-large-files-securetransfer



REQUIRED DOCUMENTS: Fillable applications for parking can be found online at: BURSAR PARKING FORM

PUBLIC SAFETY

- Our mission is to provide a safe environment to work, live and learn. We do this by protecting the life and property of all students, faculty, staff and visitors. We carry out our mission regardless of one's race, color, religion or creed, national origin, ancestry, citizenship status, sex, pregnancy, sexual orientation or gender identity, age, physical or mental disability or veterans' status.
- The Department of Public Safety employs highly trained, full time Peace Officers and Security Guards. We maintain close ties with the New York City Police Department; we are in regular contact with the local precincts where incidents are reviewed, and deployment is analyzed in order to better serve the College. We are here to serve our community 24 hours a day, 365 days a year by patrolling the campus and surrounding area in marked vehicles, by staffing fixed posts, by monitoring closed circuit television cameras, and other protective measures. We are trained to be both proactive and reactive. We also advise our community of crime trends and other safety issues via emails, by posting alerts on this web page and by using CUNYAlert, a mass notification system.
- There is a free College Shuttle Service that loops around the campus. It also goes to the nearest subway stations. Check this website for exact stops and times.
- You can reach us 24 hours a day at (212) 650-6911. FOR EMERGENCIES (212) 650-7777. General Number (212) 650-7991. Email: <u>PUBLICSAFETY@CCNY.CUNY.EDU</u>
- Location: North Academic Building (NAC) 4/201





LIST OF RESOURCES

| CUNY Board of Trustees' Bylaws | http://policy.cuny.edu/bylaws/#Navigation_Location |
|--------------------------------|--|
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Manual of General Policy http://policy.cuny.edu/manual of general policy/#Navigation Location

PCS Contract https://psc-cuny.org/salary-schedules/

Collective Bargaining Agreements - PSC; DC-37 White Collar; DC-37 Blue Collar http://www.cuny.edu/about/administration/offices/lr/lr-contracts.html

CUNY Office Of Human Resources Management http://www.cuny.edu/about/administration/offices/ohrm.html

CUNY Office Of Labor Relations http://www.cuny.edu/about/administration/offices/lr/olr.html

CUNY Academic Affairs Website http://www.cuny.edu/academics.html

- Campus Governance Plan
- Campus Faculty And Chairperson's Handbooks
- Campus Employee Handbooks: Instructional

Classified



| HR/Payroll Directory | | | | | | |
|---|-----------|------------------------------|--|--|--|--|
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THANK YOU

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