



Executive Compensation Plan (ECP) Onboarding Guide

Office of Human Resources





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- <https://www.cuny.edu/about/>



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



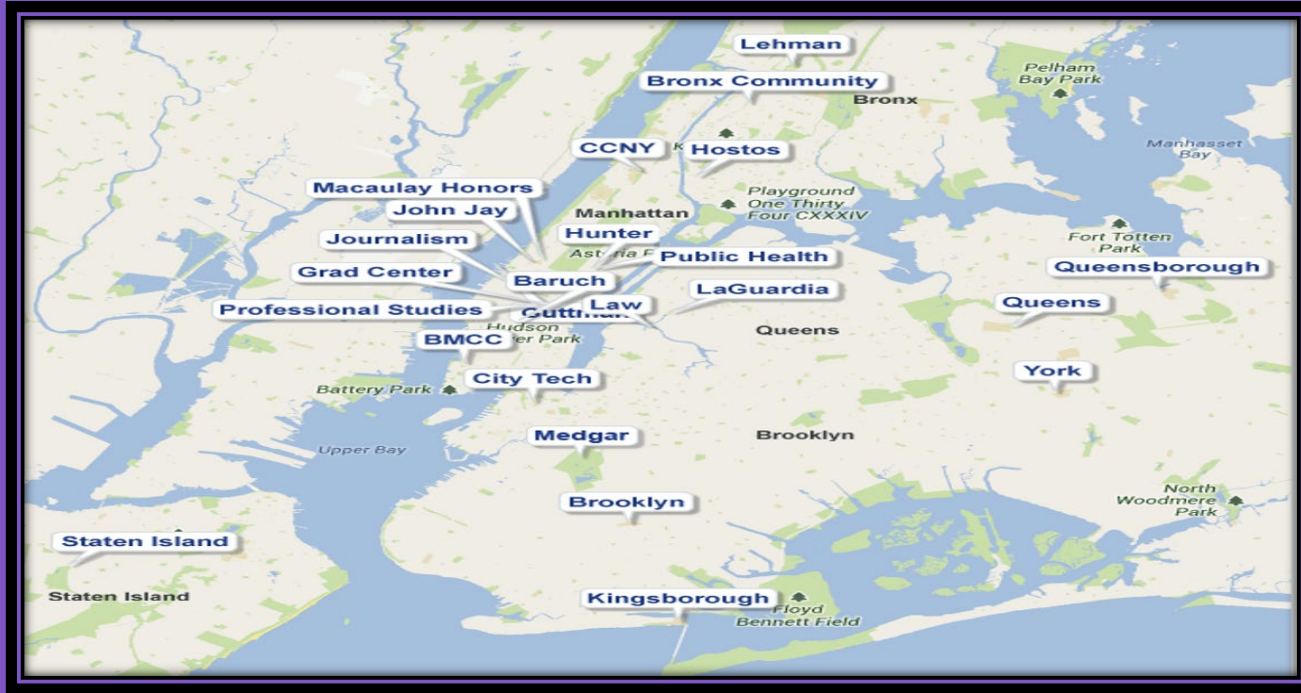
CUNY Colleges

- 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
- 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

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



CUNY Colleges



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

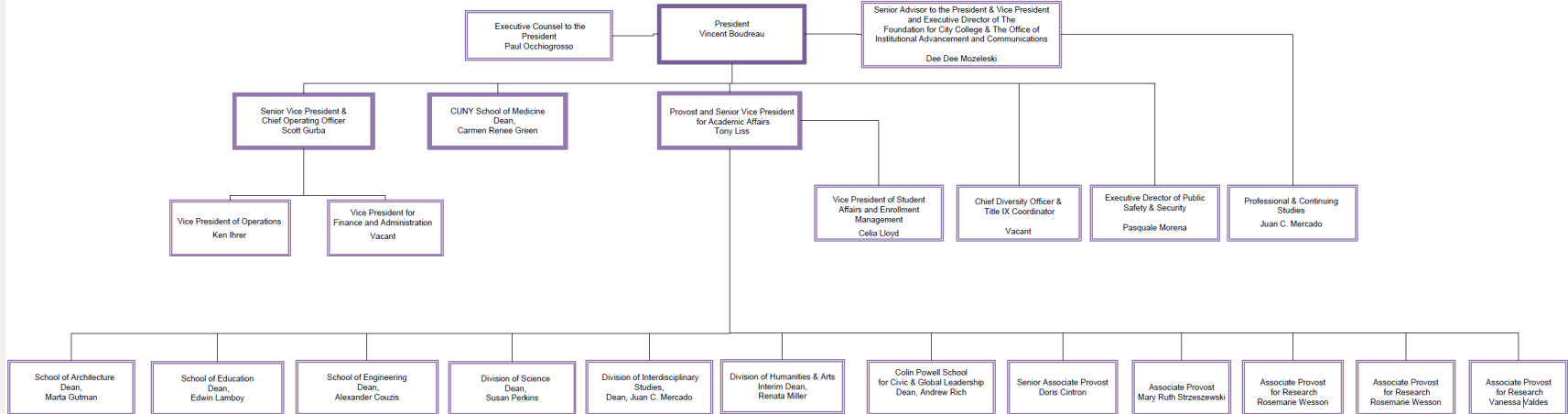
Name	Contract Title	Functional Title	Work Email	Location
Vincent Boudreau	President	President	vboudreau@ccny.cuny.edu	H E Wille Administration Bldg.
Tony Liss	Senior Vice President	Senior Vice President of Academic Affairs and Provost	tliss@ccny.cuny.edu	H E Wille Administration Bldg.
Doliski (Dee Dee) Mozeleski	Vice President	Vice President and Executive Director of OOIAC	dmozeleski@ccny.cuny.edu	Shepard Hall
Scott Gurba	Senior VP and COO	Senior Vice President and Chief Operating Officer	sgurba@ccny.cuny.edu	H E Wille Administration Bldg.
Vacant	Vice President	Vice President and Chief Financial Officer		H E Wille Administration Bldg.
Kenneth Ihrer	Vice President	Vice President of IT and Chief Information Officer	kihler@ccny.cuny.edu	H E Wille Administration Bldg.
Celia Lloyd	Vice President	Vice President of Student Affairs and Enrollment	clloyd@ccny.cuny.edu	H E Wille Administration Bldg.
Vacant	Assistant Vice President	Assistant Vice President of Facilities Management		Marshak Science Building
Naomi Nwosu-Stewart	Assistant Vice President	Assistant Vice President of Enrollment Management	nnwosu@ccny.cuny.edu	H E Wille Administration Bldg.
Mary Ruth Strzeszewski	Assistant Vice President	Acting Senior Associate Provost	mrstrzeszewski@ccny.cuny.edu	H E Wille Administration Bldg.
Vanessa Valdes	Assistant Vice President	Associate Provost	vvaldes@ccny.cuny.edu	H E Wille Administration Bldg.
Rosemarie Wesson	Assistant Vice President	Associate Provost	rwesson@ccny.cuny.edu	H E Wille Administration Bldg.



THE CITY COLLEGE OF NEW YORK

Organizational Structure as of 11/2023

THE CITY COLLEGE OF NEW YORK
Organizational Structure



Current City College of New York ECP Employees: Administrator Series

Name	Contract Title	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 Cuzzo	Assistant Administrator	Executive Advisor to the President & Chief Diversity Officer	dcuzzo@ccny.cuny.edu	H E Wille Administration Bldg.
Deborah Cheng	Assistant Administrator	Executive Director of Fellowship Programs & Office of Student Success	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	Assistant Administrator	Executive Director of Charles B. Rangel Infrastructure Workforce Initiative	alampousis@ccny.cuny.edu	Shepard Hall
Ramon De Los Santos	Assistant Vice President	Student Affairs	rdelossantos1@ccny.cuny.edu	H E Willie Administration Bldg.



Current City College of New York ECP Employees: Dean Series

Name	Contract Title	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
- 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)
- 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

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 CUNYfirst.
- 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 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.
- HRC (Human Resources Coordinator) – Department specific liaison to Human Resources



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.

**THE CITY UNIVERSITY OF NEW YORK
CITY COLLEGE
PERSONNEL ACTION FORM**

Date _____

TYPE OF APPOINTMENT	CATEGORY	WAVERS	SEPARATIONS	TYPE OF LEAVE	LEAVE STATUS
<input type="checkbox"/> Initial <input type="checkbox"/> Reappointment <input type="checkbox"/> Return to Duty <input type="checkbox"/> Transfer to: _____ <input type="checkbox"/> Transfer from: _____ <input type="checkbox"/> Salary Changes <input type="checkbox"/> Other _____	<input type="checkbox"/> Instructional (Annual) <input type="checkbox"/> Instructional (Biweekly) <input type="checkbox"/> Civil Service <input type="checkbox"/> Civil Law <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Probationary <input type="checkbox"/> Trainee	<input type="checkbox"/> By Law <input type="checkbox"/> Search <input type="checkbox"/> Other _____	<input type="checkbox"/> Disaggregation <input type="checkbox"/> Transfer to _____ <input type="checkbox"/> Retirement <input type="checkbox"/> Consolidation <input type="checkbox"/> Termination <input type="checkbox"/> Non-Reappointment <input type="checkbox"/> Temporary Provisional <input type="checkbox"/> Other _____	<input type="checkbox"/> Leave/Shop <input checked="" type="checkbox"/> Unleveled/Trainee <input type="checkbox"/> Temporary <input type="checkbox"/> Disability/FMLA <input type="checkbox"/> Special <input type="checkbox"/> Military <input type="checkbox"/> Leave to Serve in another title <input type="checkbox"/> CMOG <input type="checkbox"/> Other _____	<input type="checkbox"/> With Pay <input type="checkbox"/> With Pay <input type="checkbox"/> With Incom <input type="checkbox"/> With Incom <input type="checkbox"/> With Pension <input type="checkbox"/> With Pension <input type="checkbox"/> With Pension

Name _____ Dept. _____

Home Address _____ Payroll Title _____

Home Telephone _____ Position # _____

Social Security # _____ FAS # _____

Date of Birth _____ I-9 Form _____

Emergency Contact _____ Dept. Supervisor _____

Relationship (optional) _____ Employee Est. CCNY E-Mail _____

Effective Date: From _____ To _____ Work Location BLDG _____ Room # _____

Salary _____ # of Hours _____ Professional Hours _____ Total Hours _____

Gender: Male to Self-Identify Female Gender Non-Conforming Male Non-Binary Transgender

Ethnic Background: American Indian Black Asian-Pacific Islander White Hispanic Hispanic PFI Italian American

U.S. Citizen: Yes No

Resident Alien: Visa Type _____ Country of Birth _____

Veteran Status: Yes No

HIGHEST DEGREE: MAJOR _____ DATE _____ INSTITUTION _____

Currently a matriculated CCNY Student: Graduate Undergraduate No

If yes, College or Unit _____ Program _____

Full Time Part Time

Concurrent CCNY employment: Yes No

If yes, Title: _____ Department: _____ College: _____

Prior City Service (including CCNY): Yes No

Retired from City Service (New York City or New York State): Yes No (if yes, attach details)

Print/Type Name: _____ PERSONNEL OFFICER/DATE _____

Signature: _____ DATE _____

Signature: _____ DATE _____

Comments: _____

Rev. 04/2023



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.

The image displays three tax forms side-by-side. On the left is the federal Form W-4, 'Employee's Withholding Certificate', with a 2021 version. In the middle is the New York State Form IT-2104, 'Employee's Withholding Allowance Certificate'. On the right is the 'DIRECT DEPOSIT FORM FOR NYS EMPLOYEES'. Each form includes various fields for personal information, tax status, and withholding instructions.



ONBOARDING – FORM I-9

- Form I-9 verifies your identify and your authorization to work.
- Page 1 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 identify and your authorization to work.

The image displays three pages of the U.S. Citizenship and Immigration Services (USCIS) Form I-9, 'Employment Eligibility Verification'.

- Page 1 (Employee Information):** Contains fields for the employee's name, date of birth, sex, date of hire, and address. It includes a section for 'Section 1: Employee Information and Identification' and a 'Section 2: Employer or Authorized Representative Review and Verification' section.
- Page 2 (Employer Information):** Contains fields for the employer's name, address, and contact information. It includes a 'Section 2: Employer or Authorized Representative Review and Verification' section.
- Page 3 (List of Acceptable Documents):** Lists documents that establish identity and employment authorization. It is divided into three columns: 'LIST A: Documents that Establish Identity', 'LIST B: Documents that Establish Employment Authorization', and 'LIST C: Documents that Establish Identity AND Employment Authorization'. Examples include U.S. Passports, Driver's Licenses, and Social Security Cards.

Examples of many of these documents appear in the Handbook for Employers (SI-274).
Refer to the instructions for more information about acceptable receipts.



CHOOSING A PENSION PLAN! YOUR CHOICES ARE...

- Teachers' Retirement System of the City of NY (TRS)
- NYC Employees' Retirement System (ERS) (only as a Transferred Contributor)
- TIAA-CREF - (Optional Retirement Program)
- 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've 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 <https://www.ccny.cuny.edu/it/e-mail> , under [Faculty/Staff](#) click 'Activate Account'
- 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.

Faculty and Staff Password Reset

Select One of Two Options Below:

Option A
Choose this option if:

- ▶ You need to activate your email account

OR

- ▶ Forgot your password and need to reset it
- ▶ Want to look up your EEMPLID and/or email address

Select ▶

Option B
Choose this option if:

- ▶ You know your password and would like to change it or
- ▶ Want to test your password or

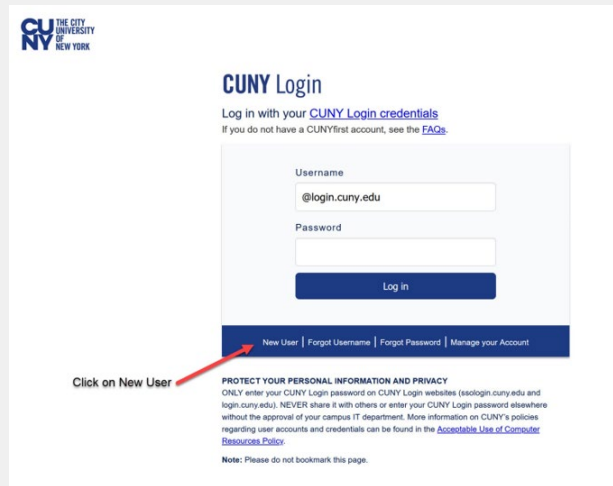
Select ▶

Click on Option A to activate your email account



CLAIM YOUR CUNYFIRST ACCOUNT

- To begin using CUNYfirst and Blackboard you must first claim your CF account.
- To claim your CF account, go to <https://home.cunyfirst.cuny.edu/>.
- 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.



The screenshot shows the CUNY Login page. At the top left is the CUNY logo. The main heading is 'CUNY Login'. Below it, there is a prompt to log in with CUNY Login credentials and a link to FAQs. The login form has two input fields: 'Username' with the text '@login.cuny.edu' and 'Password'. A 'Log in' button is below the fields. At the bottom of the form area, there is a dark blue bar with links: 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'. A red arrow points from the text 'Click on New User' to the 'New User' link. Below the form area, there is a privacy notice: 'PROTECT YOUR PERSONAL INFORMATION AND PRIVACY ONLY enter your CUNY Login password on CUNY Login websites (sologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#). Note: Please do not bookmark this page.'



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

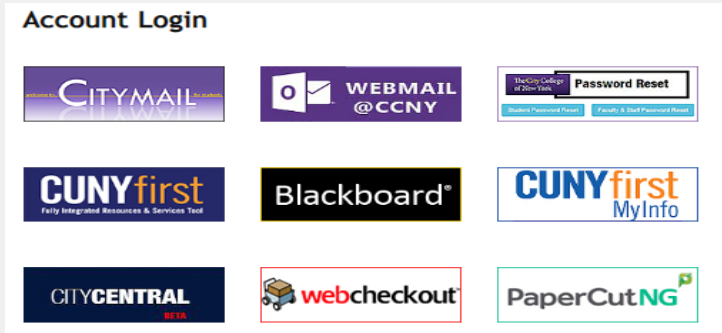
- The primary obligation of staff in ECP positions is to provide service to The City University of New York. As executives, all ECP staff members are expected to be available to fulfill their professional obligations at all times. Thus, staff in ECP positions shall not normally receive extra compensation 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.
- <https://www.cuny.cuny.edu/it/help>



To submit a service request or incident e-mail 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
- servicedesk@ccny.cuny.edu



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 [Direct Deposit](#) 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 check-box 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 [University Payroll Security at University_Payroll_Security_Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu).





Accessing Campus



Accessing Campus



Campus Map



The City College
of New York

- 1 Shepard Hall
- 2 Steinman Hall - The Grove School of Engineering
- 3 Baskerville Hall
- 4 Compton-Goethals Hall
- 5 Townsend Harris Hall- CUNY School of Medicine
- 6 Wingate Hall
- 7 North Academic Center (NAC)
- 8 Marshak Science Building
- 9 Wille Administration Building
- 10 Spitzer Hall - The Spitzer School of Architecture
- 11 Aaron Davis Hall
- 12 Schiff House - Child Development Center
- 13 The Towers
- 14 City College Center for Discovery & Innovation
- 15 CUNY Advanced Science Research Center



CCNY Shuttle Bus

Shuttle will pick up + drop off at the location. Shuttle runs between W125, W145 and Marshak.



Handicapped Access

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 1 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 <https://www.ccnycuny.edu/bursar>. 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.ccnycuny.edu/sites/default/files/2022-05/BURSAR%20Parking%...>

Pay at the Bursar then bring your original Bursar'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 package you send **MUST INCLUDE** 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.ccnycuny.edu/>

INSTRUCTIONS FOR SECURE TRANSFER: <https://www.ccnycuny.edu/it/sending-and-receiving-sensitive-or-large-files-secure-transfer>

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: PUBLISSAFETY@CCNY.CUNY.EDU
- Location: North Academic Building (NAC) 4/201



HR/Payroll Directory		
Division of Human Resources		
Shepard Hall Room 50	Extension	Email
Kisha Shrouder, <i>Executive Director of Human Resources</i>	7505	kshrouder@ccny.cuny.edu
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Andrea Yarde, <i>HR Coordinator</i>	7669	ayarde@ccny.cuny.edu
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Anesha Bonner, <i>HR Assistant for Instructional, Research, & CLT Services</i>	7739	abonner@ccny.cuny.edu
Lizbeth Zuniga, <i>HR Assistant</i>	5096	lzuniga@ccny.cuny.edu
Shepard Hall, Room 92		
Benefits - Kelly Landrigan - Benefits Assistant - Main Line 7796- Benefits@ccny.cuny.edu	Extension	Email
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De	6347	ksecharran@ccny.cuny.edu
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Time & Leave- Timeandleave@ccny.cuny.edu	Extension	Email
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Jashica Rondon, <i>Payroll Coordinator</i>	7513	jrondon@ccny.cuny.edu



THANK YOU



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