

## **Adjuncts Frequently Asked Questions**

### **When do I receive my employee ID and access as a BMCC employee?**

After you are activated in CUNYfirst, please come to Human Resources S717 for the New ID Request form to take with you to the Service Desk S141 to get your employee ID. They can also help you claim your BMCC email, get access to the computer login, Blackboard, etc. The Service Desk can be reached at (212) 220-8379 or at [servicedesk@bmcc.cuny.edu](mailto:servicedesk@bmcc.cuny.edu)

If you have access issues with your ID, contact Public Safety S211 at (212) 220-7080.

### **I submitted my new hire packet but I do not have my Social Security card.**

The Social Security card is needed for payroll purposes. If you do not have it at the time you submit your new hire packet, it will not delay processing but your paychecks will be on hold until you bring the original SSC to the office to make a copy for your file.

### **I submitted my new hire packet but I do not have my official transcript.**

An official copy of the transcript for the highest degree earned is required for your file. If you do not have it at the time you submit your new hire packet, it will not delay processing. The transcripts must come directly from the university/school either in a sealed envelope or sent electronically to BMCC Human Resources, no later than 30 days after the start of the semester.

The official transcript is needed for verification for appointment to the professorial title. If you fail to provide documentation by the end of the appointment period, you will not be reappointed to the professorial title until the necessary documentation is presented.

### **Where can I get my BMCC email?**

The Service Desk S141 can help you claim your BMCC email address. All communication from the College is through BMCC email. Please check it for announcements from the College.

### **I am not able to come to campus during HR's office hours. Is there anyone who can assist me on evenings/weekends?**

You can contact the Office of Evening/Weekend and Off-Site Programs at Room S715A for any questions or concerns. They can assist with IDs, copies, projector, classroom entry, navigating the college, etc. They also accept and deliver paperwork that pertains to Human Resources. They do not, however, issue checks.

### **When and where do I receive my first paycheck?**

The paper checks are available for pick up in the Bursar Office S330 after 3pm on the Thursday before payday when classes are in session.

Teaching adjuncts are on a bi-weekly pay schedule, paid over eight pay periods during the fall/spring. See the Adjunct Payroll Schedule, available at the HR front desk. Non-teaching adjuncts (including adjunct CLTs) are required to submit weekly timesheets in order to get paid. They are also on a bi-weekly pay schedule but follow the College Assistant Payroll Schedule, also available at the HR front desk.

### **I went to the Bursar Office to pick up my check but they do not have it.**

The Bursar Office S330 has the current pay period's checks. Any past, valid checks are at Human Resources S718.

If you are a new hire, depending on when we receive all of your paperwork, it is possible it was not processed in time for the pay period. We required a completed new adjunct hire packet and a completed Personnel Action Form (PAF) from your department in order to process you into CUNYfirst and onto payroll.

**I signed up for direct deposit but I do not see any payment deposited to my bank account.**

The first payment for new hires is via paper checks. The paper checks are available for pick up at the Bursar Office S330 after 3pm on the Thursday before payday when classes are in session. Direct deposit should activate around the 2<sup>nd</sup> or 3<sup>rd</sup> pay date.

**Where do I find my paystub for direct deposit?**

If you receive direct deposit, your paystub is delivered to your mailbox in your department. If you do not receive it there approximately after a week after the pay date, stop by Human Resources S718 to check if it is there. It may have initially been sent to the wrong location and was rerouted to S718.

**My payment does not match the hours I worked for the pay period on my paystub.**

During the fall/spring semesters, teaching adjuncts payments are divided over eight periods. The following formula is used to calculate your bi-weekly paycheck.

$$\frac{\text{Hourly Rate} \times \text{Total number of hours}}{8 \text{ Payments}} = \text{Gross bi - weekly Pay}$$

**My paycheck does not seem to be the right amount for the workload I am teaching.**

Calculations are based on the hours on the Personnel Action Form (PAF) we receive by the deadline. Any changes (appointment/reappointment; increase/decrease in hours; change of title/rate; change in schedule; substitutions/absences) require a completed PAF from your department. If we do not receive this, along with any necessary supporting documents, we cannot process any change. Please check with your department if they submitted a PAF for any changes.

**I was teaching to the last day of the semester. I did not receive my last check.**

There are 8 pay dates in each fall/spring semester. See the Adjunct Payroll Schedule, available at the HR front desk. The last paycheck pays up to the last date of your appointment. Unless you are owed payment for work such as substitution, retroactive pay for a change, etc., your last regular paycheck for the semester is the last pay date on the schedule.

**Additional information:**

For information on the PSC/CUNY Collective Bargaining Agreement, please visit:

<https://www.bmcc.cuny.edu/hr/handbooks-contracts/>

For information on Adjunct benefits and eligibility requirements, please visit:

<https://www.cuny.edu/about/administration/offices/hr/benefits/>

If you have any questions, please contact the Benefits Manager.