

NEW COLLEGE ASSISTANTS Time and Payroll Information

Kronos Time and Leave System

College Assistants are required to record their time upon arrival and departure. A College Assistant will use:

- Either the Kronos Touch ID System, by inputting their ID and finger images into Kronos.
- Or a manual timesheet

The timekeeping method used will depend on system availability and department policy.

If you are registered in the Kronos system, you should record your time of arrival and departure at the building of your assigned work location. Before leaving the time clock, you should verify that the clock recorded your punch. The clocks are located throughout the College Campuses. The "Accepted Punch" message is your indication that your time is recorded.

- In the instances where punches are not recorded, your supervisor/office head must provide a written statement verifying attendance and the specific hours worked to Human Resources.
- To enhance the service, we ask that you immediately inform your supervisor and HR when you are experiencing problems with the Kronos Touch ID Device.

Should you need additional information, please call ext. 8300

Time Keeping

- Pay is based on total weekly hours scheduled, provided you work these hours and your timesheets are returned to the HR office by Noon on Tuesday's for every week you work. Any missing information on the timesheets must be initialed by your supervisor to get paid for that particular day. You cannot exceed the total number of hours you are scheduled to work.
 - o Timesheets will not be processed if they are missing names, dates, or signatures.
- If your supervisor deems it necessary for you to work a different schedule, they must send an email to your timekeeper indicating the change in schedule. The email should be provided at least one week before the change takes place. Additionally, it must be noted on the bottom half of the time sheet and signed/initialed by your supervisor.
- You do not get paid for holidays. However, you can charge a holiday to annual leave provided you have time available.
- You do not get paid for annual leave or sick leave until you accumulate 500 hours of work (per fiscal year).
- Once you reach 500 hours you can begin to use annual leave and sick leave hours. Fill out a leave request form and, if possible, write on the time sheet itself which date(s) you want annual or sick leave time to be used.
 - o Annual leave hours are accrued at the rate of 1 hour for every 15 hours worked.
 - o Sick leave hours are accrued at the rate of 1 hour for every 20 hours worked. (*A doctor's note should be brought in at all times, but it must be brought in when absent from work for three (3) or more consecutive days and when using sick time before or after a holiday (accrued time will not be applied in this instance even if you have time available.)*)

For additional information regarding Annual, Sick, and Holiday leave, please refer to the College Assistant Handbook.

- A lunch break is deducted, whether used or not. Time for a break is earned as follows.
 - A college assistant working more than five but less than 6 hours (5-6) takes a half-hour break.

- A college assistant working 6 hours or more takes an hour break.
- Lateness is deducted based on the lateness policy (refer to the College Assistant Handbook under Lateness and Early Departure).
- Discuss any questions about your timesheet and/or hours worked with your supervisor first. Many problems can be alleviated simply by looking at your timesheet and discussing it with your supervisor. Any further questions regarding your hours worked for a given week can be referred to your timekeeper as follows:

College Assistants (last name A-L)

Agnieszka M. Malczewska – amalczewska@bmcc.cuny.edu x.7059

College Assistants (last name M-Z)

Rozalia Soroka – rsoroka@bmcc.cuny.edu x.5371

One final note: keep all your pay stubs as we do not have copies. If you have any questions, bring your pay stubs with you. Direct deposit payments are deposited into your account on Friday of the pay week. If you do not have direct deposit, pick up your check at the Bursar's office (3rd floor) after 3 pm on the Thursday of the pay week.