

## HR COVID-19 FAQ

### Payroll Questions:

#### Direct Deposit:

Payroll is working as fast as possible to process all New Direct Deposit Requests. Due to the current volume, it may take up to two (2) payroll dates to become active. We ask for your patience at this time.

#### Pay Checks:

- Regularly scheduled paychecks may be picked up at BMCC during the *scheduled hours only*. The HR Office is sending out email notifications regarding the day and times.
- Unclaimed paychecks prior to the 3/6 payroll: HR is planning to mail the checks after 4/17. Please email us your address using [officeofhumanresources@bmcc.cuny.edu](mailto:officeofhumanresources@bmcc.cuny.edu).
- Paychecks can be mailed upon request; you must include the last 4 of your ss# and your address in your email to [officeofhumanresources@bmcc.cuny.edu](mailto:officeofhumanresources@bmcc.cuny.edu). The mailing will be in the week after checks distribution day.

**Pay Stubs** are presently unavailable. HR is seeking ways to provide a copy to the employees.

#### Transit Benefits:

Payroll is working as fast as possible to process all suspension of TransitBenefit requests. Due to the volume of requests, it may take up to three (3) payroll dates to stop the deduction. We ask for your patience at this time.

### Payroll & Time Keeping:

#### College Assitant:

- Questions regarding your paycheck, please send an email to [officeofhumanresources@bmcc.cuny.edu](mailto:officeofhumanresources@bmcc.cuny.edu). All questions will be answered as quickly as possible.
- During the remote operation, College Assistant will be paid based on the average hours paid on the previous three (3) payrolls, which are 2/21, 3/6, and 3/20.
- Please continue to follow departmental procedures for recording the actual hours worked. Supervisors **should keep these records on file**.
- If there is a need for payroll adjustment, HR will review departmental records and make all necessary adjustments when HR returns to full operation.

**All full time classified staff: Please submit your questions directly to the timekeepers.**

Alka Rana – Public Safety [arana@bmcc.cuny.edu](mailto:arana@bmcc.cuny.edu)

Corine Vialva – Full-Time Faculty [cviaiva@bmcc.cuny.edu](mailto:cviaiva@bmcc.cuny.edu)

Evelis Cruz - White Collar [ecruz@bmcc.cuny.edu](mailto:ecruz@bmcc.cuny.edu)

**Benefits Questions:**

- Questions regarding leave related to COVID-19, direct to Gloria Chao ([gchao@bmcc.cuny.edu](mailto:gchao@bmcc.cuny.edu)).
- Direct any questions regarding your personal benefits to Diana Lopez ([dlopez@bmcc.cuny.edu](mailto:dlopez@bmcc.cuny.edu)).

**Reappointment:**

All signed reappointment letters must be emailed to [officeofhumanresources@bmcc.cuny.edu](mailto:officeofhumanresources@bmcc.cuny.edu).