

HR COVID-19 FAQs

Payroll & Timekeeping 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.
 - If you are unable to pick up or would prefer your paycheck be mailed, send several self-addressed stamped envelopes to **ATTN: Bursar-Payroll Distribution Unit**, 199 Chambers Street, NY, NY 10007.
- Unclaimed paychecks: If you have unclaimed paychecks issued between the end of January through the end of February, please email the [Office of Human Resources](#).

Pay-stub Distribution is now through NYCAPS: To view your pay-stubs via NYCAPS, set-up your [Employee Self-Service account](#).

Transit Benefits:

For any changes to your Transit Benefits, you will need to fill out the Transit form and submit the revised document to the [Office of Human Resources](#). Be advised any change to your Transit Benefits may take up to three (3) weeks to be processed

- If you are canceling your Transit Benefit, you will have 90 days to use your funds. You will not receive a refund for any unused benefits.

College Assistants:

- Questions regarding your paycheck, please send an email to the [Office Human Resources](#). All questions will be answered as quickly as possible.
- Please continue to follow departmental procedures for recording the actual hours worked. Supervisors **should keep these records on file**.
- Payroll is currently working on the adjustments for shortened checks.

All Full-Time Classified Staff: Please submit your questions directly to the timekeepers.

Alka Rana – Public Safety arana@bmcc.cuny.edu

Corine Vialva – Custodial cviaiva@bmcc.cuny.edu

Evelis Cruz - White Collar ecruz@bmcc.cuny.edu

Full-Time Faculty- Faculty-Monthly-Timesheets@bmcc.cuny.edu

Benefits Questions:

- Leave related to COVID-19 questions direct to Gloria Chao (gchao@bmcc.cuny.edu).
- Direct any questions regarding your personal benefits to Diana Lopez (dlopez@bmcc.cuny.edu).

Reappointment:

All signed reappointment letters must be emailed to officeofhumanresources@bmcc.cuny.edu.