

Questions from Blue Collar Information Session:

- Q. The Federal government offers ten (10) days off when someone is diagnosed with COVID- However, the state provides fourteen (14) days of leave. Where does CUNY lie on this policy?
- A. The total time allowed is up to 80 hours for a two-week period. CUNY is using two weeks as the guideline.
- Q. What are the future steps to open the college?
- A. We are following the instructions of the Governor, Mayor, and CUNY Chancellor. When the update is provided, an announcement will be made college-wide.
- Q. What is the process for timesheets?
- A. Your Supervisor is advising HR on attendance and all vacation and sick leave requests.
- Q. How do I request vacation and sick leave?
- A. The process to request leave time has not changed. You still need to fill out the [Leave Request Form](#) and submit the form to your Supervisor for approval, who will then send it to HR for processing.
- Q. How do I find out how many vacation days I currently have/need to take before August?
- A. To find out your current leave balances, please send an inquiry to the [Office of Human Resources email](#).
- Q. Is there going to be any leeway with allowing more than the maximum annual days to roll over after August 31st?
- A. Contractually, any vacation days accrued above the maximum will be rolled over to sick time. We have not received additional information from CUNY Central at this time. If you know you have a lot of time, we recommend you request leave during this period.
- Q. What will happen to our unscheduled holidays? Will I be allowed to use my unscheduled holidays past 8/31/20?
- A. The policy regarding unscheduled holidays has not changed. They must be used by August 31st, or they will be lost.
- Q. What is the policy for submitting a doctor's note? Is it after three (3) consecutive days of sick leave? What are the current guidelines, and are there new guidelines during COVID?
- A. You should provide a doctor's note whenever possible. Contractually, you need to provide a doctor's note after three consecutive days of sick leave. If you have questions regarding leave due to you, or a family member, contracting the COVID virus, please contact Gloria Chaodirectly.
- Q. How do I access my paystubs? Will they be mailed, or will HR hold them so we may obtain them when we return to campus?
- A. Pay-stub Distribution Is Now Through NYCAPS. To set up an account to view your pay-stubs via NYCAPS, watch the [How-To Video](#), or use the [Employee Self-Service account](#) pdf.

- Q. Can staff elect to have their **paychecks** mailed to them?
- A. Yes. Please **send several self-addressed stamped envelopes** to **ATTN: Bursar-Payroll Distribution Unit**, 199 Chambers Street, NY, NY 10007.
- Q. How long does it take for [Direct Deposit](#) to become active?
- A. Please allow two (2) pay periods for the deductions to become effective. Also, if you are changing your bank account, please **do not close** your current account until you receive at least one payroll deposit in the new account.
- Q. What do I do if I need to extend or cancel my Transit Benefits?
- A. For any change you want to make to your Transit Benefits, you will need to fill out the [Transitform](#), and submit the revised document to the [Office of Human Resources email](#).
- Be advised that 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.
 - **Please allow three (3) pay periods for any changes to your Transit Benefits to become effective.**
- Q. Where do I send my tuition waiver form?
- A. The process to submit the tuition waiver forms has not changed. Fill out the [Tuition Fee Waiverform](#) and return it, along with all supporting documentation to the [Office of Human Resources email](#). It will be reviewed and emailed back to you.
- Q. As a Blue Collar in an hourly position, can I rollover my A/L?
- A. No annual leave cannot be rolled over. Annual leave for hourly employees will be paid out in the second Payroll of July.
- Q. As a Blue Collar in an hourly position, will sick leave be rolled over as usual for the fiscal year?
- Q. Yes, if you have accumulated sick time, it will be rolled over to the next fiscal year