

## Questions from HEO Information Session

Q Is there a delay in receiving the 13.3b?

A No, there is no delay in the processing of the 13.3b.

Q What's the latest an employee can expect a reappointment letter? We were told that there was more than one mailing.

A All Reappointment letters are mailed in March and should be received by April 1<sup>st</sup>. If you currently have your 13.3b, or are on a two-year reappointment schedule, and received a reappointment letter in 2019, you will not receive a reappointment letter until April 2021. If you believe you should have received one, and have not, send an email to the [Office of Human Resources email](#).

Q Are HEOs still completing timesheets during the closure?

A BMCC is still open for business but on a stringent access policy. HEO's do not need to Complete timesheets while working remotely. Your Supervisor is advising HR on your time and all vacation and sick time being taken.

Q Is there a plan to automate timesheets?

A HR and IT are planning this project

Q How do I request to take vacation and sick time?

A The process to request leave time has not changed. You need to fill out the [Leave Request Form](#) and submit it 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 Will HEOs receive a memo regarding vacation time over 45 days?

A HR provided notifications in February to staff whose annual leave was projected to exceed 45 days as of August 31<sup>st</sup>.

Q Will time and leave be available on our paystub?

A No

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 31<sup>st</sup>, or they will be lost.

Q Am I able to use COMP time during this time?

A Yes, it is the same procedure as requesting time off.

Q What is the policy for submitting a doctor's note? 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 five (5) 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 Chao directly.

- Q How do I access my paystubs? Will they be sent to our mailing address, or are they going to be kept for us to obtain 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. To have your check mailed to you, send self-addressed stamped envelopes to ATTN: Bursar-Payroll Distribution Unit, 199 Chambers Street, NY, NY 10007.
- 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 [Transit form](#) and submit it to the [Office of Human Resources email](#).
- Be advised that any change to your Transit Benefits may take up to three (3) pay periods 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 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 cancel** your current account until you receive at least one payroll deposit in the new account.
- 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 Waiver form](#) and return it, along with all supporting documentation to the [Office of Human Resources email](#). It will be reviewed and emailed back to you.