Questions from College Assistant Information Session

Q. How will retro pay for shortened checks be handled?
A. Payroll is currently working on the adjustments for shortened checks.

Q. What are the hours for college assistants?
A. College Assistants are allowed a maximum of 20 hrs per week and 1040 hrs per fiscal year.

Q. Can I request leave accruals?
A. To find out your current leave balances, please send an inquiry to the Office of Human Resources email.
   - Supervisors are not able to request leave accruals for their staff. The staff member must reach out to
     their timekeeper and make the request.

Q. Can I rollover my A/L?
A. No annual leave cannot be rolled over. Annual leave for College Assistants will be paid out in the second Payroll of July.

Q. How do we request time off?
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. Your Supervisor should let
   you know if the request was approved.

Q. Will sick leave be rolled over as usual for the fiscal year?
A. Yes, if you have accumulated sick time, it will be rolled over to the next fiscal year.

Q. Why were taxes taken out if I am an International student, and I filled and submitted the Sprintax Forms?
A. HR is not able to address this directly. Each country has its own agreement with the U.S. regarding the collection of taxes. If you believe that there is an issue, please reach out to the Office of Human Resources directly.

Q. Are College Assistants contracts going to be renewed?
A. Reappointment will be based on your annual review, departmental need, and financial availability. HR is
   working closely with your Supervisors. Notifications regarding employment status will be mailed in June.

Q. If I do not receive a Reappointment Letter, will I be able to claim unemployment?
A. Yes, you will be eligible for unemployment after your appointment end date.

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. To obtain your pay stubs, please send several self-addressed stamped envelopes to ATTN: HR Paystub
   Distribution, 199 Chambers Street NY, NY 10007. If not requested, HR will retain the paystubs, and they can be
   picked up once we resume normal operations.
   Paystubs will be mailed monthly. Please ensure there is enough postage on your self-addressed
   envelopes to avoid your paystubs being returned to BMCC.

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.