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 have now been mailed. 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 this year. 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 31st.

Q. Will time and leave be available on our paystub?
A. No

Q. Is there going to be any leeway with allowing more than 45 annual days to roll over after August 31st?
A. We have not received information regarding this from CUNY Central.

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. Am I able to use COMP time during this time?
A. Yes, it is the same procedure as requesting time off.

Q. Are Summer Fridays happening?
A. We have not received information regarding Summer Fridays from CUNY Central.
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. If you would like to receive your paystubs, mail 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 many stamps are needed to receive our pay stubs?
A. For the first mailing, you may need two stamps, because of the number of pay stubs sent. One stamp on each envelope should be enough postage moving forward.

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. 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.