

Questions from College Assistant Information Session

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 are mailed to College Assistants 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. 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. 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.