

Questions from White-Collar Information Session:

- Q. Do we have to worry about potential layoffs?
- A. We have not received information from CUNY Central at this time regarding layoffs.
- 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 email inquiry to the Office of Human Resources email.
- Q. What will happen to our unscheduled holidays?
- 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 (3) 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 paystubs 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 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. We are working on requests as fast as possible.
- 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 close your current account until you receive at least one payroll deposit.

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.