

## Adjuncts Frequently Asked Questions

### **When do I receive my employee ID and access as a BMCC employee?**

After you are activated in CUNYfirst, you may contact Human Resources to get a New ID Request form to bring to the Service Desk S141 to get your employee ID. The Service Desk can also help you claim your BMCC email, get access to the computer login, Blackboard, etc. They can be reached at (212) 220-8379 or at [servicedesk@bmcc.cuny.edu](mailto:servicedesk@bmcc.cuny.edu)

### **I submitted my new hire packet but I do not have my official transcript.**

An official copy of your transcript for the highest degree earned is your proof of qualification for the job title, and a prerequisite for your continued employment. If you do not have it at the time you submit your new hire packet, it will not delay processing. But the transcripts must come directly from the university/school either in a sealed envelope or sent electronically to BMCC Human Resources, no later than 30 days after the start of your appointment.

### **Where can I get my BMCC email?**

The Service Desk S141 can help you claim your BMCC email address. All communication from the College is through BMCC email. Please check it for announcements from the College.

### **When and where do I receive my first paycheck?**

The Bursar Office S330 distributes paper checks after 3pm on the Thursday before payday when classes are in session. You may check the Human Resources webpage for the paycheck distribution schedule.

### **I signed up for direct deposit but I do not see any payment deposited to my bank account.**

The first payment for new hires is a paper check. The checks are available for pick up at the Bursar Office S330 after 3pm on the Thursday before payday when classes are in session. Direct deposit should activate around the 2<sup>nd</sup> or 3<sup>rd</sup> pay date.

### **Where do I find my paystub for direct deposit?**

Employees have access to their electronic paystubs via NYCAPS Employee Self-Service (ESS). To set up an account to view your paystubs, watch the How-to Video on YouTube (<https://youtu.be/LSI-TMeP9B0>) or follow the instructions here <https://bmccprodstroac.blob.core.windows.net/uploads/2020/08/NYCAPS-ESS-Account-Information.pdf>

Contact the Human Resources Specialists for your seven-digit City Employee ID# (Reference #). For any technical issues, please contact CUNY via email at [University\\_Payroll\\_Security\\_Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu).

### **My payment does not match the hours I worked for the pay period on my paystub.**

Adjuncts are paid by taking the total hours of their assigned schedule, multiplied by their teaching hourly rate and divided over the # of paychecks for the semester.

$$\frac{\text{Hourly Rate} \times \text{Total number of hours}}{X \text{ Payments}^*} = \text{Gross bi - weekly Pay}$$

\*The number of payments depends on the session(s) you teach.

**My paycheck does not seem to be the right amount for the workload I am teaching.**

Calculations are based on the hours on the Personnel Action Form (PAF) we receive by the deadline. Any changes (appointment/reappointment; increase/decrease in hours; change of title/rate; change in schedule; substitutions/absences) require a completed PAF from your department. If we do not receive this, along with any necessary supporting documents, we cannot process any change. Please check with your department if they submitted a PAF for any changes.

**I was teaching till the last day of the semester. I did not receive my last check.**

See the adjunct payroll schedule posted on Human Resources webpage, under “Payroll”. The last paycheck pays up to the last date of your appointment. Unless you are owed payment for work such as substitution, retroactive pay for a change, etc., your last regular paycheck for the semester is the last pay date on the schedule.

**Additional information:**

For information on the PSC/CUNY Collective Bargaining Agreement, please visit:

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/labor-relations/labor-contracts/CUNY-PSC-2017-2023-Agreement.pdf>

For information on Adjunct benefits and eligibility requirements, please visit:

<https://www.cuny.edu/about/administration/offices/hr/benefits/>

If you have any questions, please contact the Benefits Manager.