

NEW COLLEGE ASSISTANTS Time and Payroll Information

Kronos Time and Leave System

College Assistants are required to record their time upon arrival and departure. A College Assistant will use:

- Either the Kronos Touch ID System, by inputting their ID and finger images into Kronos.
- Or a manual timesheet

The timekeeping method used will depend on system availability and department policy.

If you are registered in the Kronos system, you should record your time of arrival and departure at the building of your assigned work location. Before leaving the time clock, you should verify that the clock recorded your punch. The clocks are located throughout the College Campuses. The "Accepted Punch" message is your indication that your time is recorded.

- In the instances where punches are not recorded, your supervisor/office head must provide a written statement verifying attendance and the specific hours worked to Human Resources.
- To enhance the service, we ask that you immediately inform your supervisor and HR when you are experiencing problems with the Kronos Touch ID Device.

Should you need additional information, please call ext. 8300

Time Keeping

- Pay is based on the total weekly hours scheduled, provided you work these hours, and your timesheets are returned to the HR office by Noon on Tuesdays for every week you work. Your supervisor must initial any missing information on the timesheets to get paid for that particular day. You cannot exceed the total number of hours you are scheduled to work.
 - o Timesheets will only be processed if they have names, dates, or signatures.
- If your supervisor deems it necessary for you to work a different schedule, they must email your timekeeper the schedule change. The email should be provided at least one week before the change occurs. Additionally, it must be noted on the bottom half of the timesheet and signed/initialed by your supervisor.
- You do not get paid for holidays. However, you can charge a holiday to annual leave if you have time.
- You get paid for annual or sick leave once you accumulate 500 work hours (per fiscal year).
- Once you reach 500 hours, you can use annual and sick leave hours. Fill out a leave request form and write on your timesheet which date(s) you want to use annual or sick leave time.
 - o Annual leave hours are accrued at the rate of 1 hour for every 15 hours worked.
 - o Sick leave hours are accrued at the rate of 1 hour for every 20 hours worked. *(A doctor's note should be brought in at all times, but it must be brought in when absent from work for three (3) or more consecutive days and when using sick time before or after a holiday (accrued time will not be applied in this instance even if you have time available.))*

For additional information regarding Annual, Sick, and Holiday leave, please refer to the College Assistant Handbook.

- A lunch break is deducted, whether used or not. Time for a break is earned as follows.
 - A college assistant working more than five but less than 6 hours (5-6) takes a half-hour break.

- A college assistant working 6 hours or more takes an hour break.
- Lateness is deducted based on the lateness policy (refer to the College Assistant Handbook under Lateness and Early Departure).
- Discuss questions about your timesheet and/or hours worked with your supervisor first. Many problems can be alleviated by looking at your timesheet and discussing it with your supervisor. Any further questions regarding your hours worked for a given week can be referred to your timekeeper as follows:

College Assistants (last name A-L)

Ticey Rosario – trosario@bmcc.cuny.edu x.8305

College Assistants (last name M-Z)

Bai Tan – btan@bmcc.cuny.edu x.7059

One final note: Paystubs are available using NYCAPS. To set up your NYCAPS account, you will need to reach out to your timekeeper and obtain your payroll number. HR does not have copies of your pay stubs. If you have any questions, bring your pay stubs to HR; do not email them. If you have direct deposit, payments are usually deposited into your account on Friday of the pay week. When the payment is received in your account will depend on your bank.

If you do not have direct deposit, you can pick up your check at the Bursar's office (3rd floor) after 3 p.m. on the Thursday of the pay week.