

- 5) Fingerprinting – All newly hired College Assistants or those that have a lapse in employment in a fiscal year as a College Assistant must report to Human Resources for fingerprinting/re-fingerprinting on or before the first day of work. They must bring a \$75 postal money order (**no cash or personal checks**) made payable to the New York State (NYS) Division of Criminal Justice Services to cover fingerprint costs. Only **postal money orders** will be accepted. Full-time CUNY students submitting a letter from the Registrar's Office are exempt.
- 6) Appointment Fee - College Assistants with allocations of 240 hours or more must pay an appointment fee. Employees' receiving a rate of pay of \$8.72 - \$19.13, the fee is \$10.00. A money order or certified check (**no cash or personal checks**) payable to the City University of New York (CUNY) should be brought to the Human Resources Office on or before the first day of work.
- 7) Leave Accruals - College Assistants only accrue annual and sick leave if they work 500 hours or more. With the fourth year of service, however, College Assistants scheduled to work fewer than 500 hours **may** accrue leave benefits. The College Assistant fact sheet provides more information. Please see [Link](#).
- 8) Reappointment Procedures - Human Resources prepares letters of the College's intention to reappoint College Assistants in June. A memo is sent to Department Heads in May, requesting a list of College Assistants who will **not** be rehired in the new fiscal year. If the list is not submitted, the letters of reappointment are automatically generated.

If you have any questions please contact Mr. Joseph Marte at (646) 660-6590 or email at Joseph_Marte@baruch.cuny.edu