TO: Baruch Community

FROM: Liz Robinson, Director of Human Resources

SUBJECT: College Assistant Appointment Procedures

Listed below are the appointment procedures for College Assistants. Please remember that newly hired College Assistants must report Human Resources before their first day of work to complete required forms and to receive benefits information and ID card authorization. They must also complete certain payroll related procedures.

These procedures must be followed to process the first paycheck.

1) **Allocation of Hours** - The maximum allocation for College Assistants is 1161 for the first three years of employment and 1186 hours for three years or more of employment. New appointees may work a maximum of 1040 hours in a given fiscal year (July 1 – June 30). Please click here for the College Assistant fact sheet for more information.

2) **PAF** - A non instructional PAF must be submitted to this office before the first day of work.

3) **Rates of Pay** - The minimum and maximum hourly rates for College Assistants are $9.72 and $21.34.

4) **I9 Regulation** - The Federal Immigration Reform and Control Act (IRCA) of 1986 require all new employees to provide proof of identity and employment eligibility within the first three days of work. College Assistants must complete an I9 form and provide qualifying documentation before they can be placed on the payroll. (F1 and J1 visas students must go to the International Student’s Office for work authorization before coming to Human Resources).

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 before the first day of work. If you are a Full-Time CUNY student, you are exempt with proof of status by obtaining a letter from your campus registrar’s office. Applicants are required to pre-register prior to going to the fingerprint location by calling 1-877-472-6915 and speaking with a Customer Service Representative (CSR) so they can capture demographic data and make payment; or visit the website at
www.L1enrollment.com and submit your demographic data and make payment. The I.D code is NY931680Z.

6) **Appointment Fee** – College Assistants with allocations of 240 hours or more must pay an appointment fee. For employees' receiving a rate of pay of $9.72 - $21.34, 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 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](#) - (Click the link) provides more information.

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. Juan Batista at (646) 660-6590
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