

To: The Baruch College Community

From: Elizabeth Robinson
Director of Human Resources

Date: June 16, 2011

Re: New Hourly Payroll Schedule

Please see the attached memo from Raj Singh, University Senior Executive Director, Human Resources Operation Systems, regarding the new hourly payroll schedule. This new schedule will affect those employees who hand in timesheets; college assistants, continuing education teachers and non-teaching adjuncts. This change will not affect full time employees or teaching adjuncts. The employees that are affected are paid on a “lag” basis; so that they are paid for the work that is performed two weeks after the work is completed. The length of the “lag” will now increase for these employees.

http://www.baruch.cuny.edu/hr/documents/hourly_payroll_schedule_memo.pdf

Attached please find timesheets for the July 28 paycheck for each of the three groups mentioned above. Please note the deadline for submission of the timesheets for this paycheck is July 5.

<http://www.baruch.cuny.edu/hr/documents/CollegeAssistantYearlyTimesheets2011-2012.pdf>

<http://www.baruch.cuny.edu/hr/documents/Non-TeachingAdjunctTimesheets2011-2012.pdf>

<http://www.baruch.cuny.edu/hr/documents/CETTimesheetsSummer11-Spring12.pdf>

The new timesheets for June and for the rest of the year can be found on the Human Resources website at

<http://www.baruch.cuny.edu/hr/forms.htm#TimeSheets>

Timesheets for previous pay periods are available by calling the Payroll Unit at 646-660-6606.

Please distribute this memo to all employees in your department who may be affected.

Thank you for your assistance as we move to the new pay schedule.

To: Baruch College Community

From: Raj Singh, University Senior Executive Director
Human Resources Operation Systems

Re: New Hourly Payroll Schedule

Date: June 10, 2011

The City University of New York, Office of Human Resources Management has been in the process of standardizing Human Resources transactions over the last several years. Currently, the Senior Colleges utilize several different pay cycles for the bi-weekly payroll for hourly employees, while the Community Colleges have had a standardized pay cycle in place for many years. It is our goal to transition these various pay cycles into one standard pay cycle at the Senior Colleges for the hourly employees.

In order to affect the smallest possible number of employees, those senior colleges which are not currently on the standard pay cycle for hourly employees on positive payroll will move to the standard pay cycle during the July holiday period when many hourly employees are not scheduled to work.

Here are some frequently asked questions regarding the new payroll schedule:

- ❖ How will we transition to a standard payroll work week at Baruch College?
 - For the pay date of July 28, 2011, we will end our bi-weekly work period that starts on June 26, 2011, on July 2, 2011, which will make that payroll period 7 days long. This is the one-time “transitional work period.”
- ❖ What does that mean for my paycheck?
 - You will be paid for all the hours worked and paid leaves taken from June 26, 2011, to July 2, 2011, on the July 28, 2011, pay date.

- ❖ If I am eligible for overtime or a shift differential during that pay cycle, what am I supposed to do?
 - Submit your time sheet as you normally would to reflect all hours worked by July 2nd. Your overtime or shift differential hours will be in your July 28th paycheck. This is the one-time “transitional work period.”
- ❖ What happens during the next bi-weekly work period?
 - The new standardized bi-weekly work period will start on July 3, 2011, and it will end on July 16, 2011. All of your hours worked and holiday pay (if you worked on the holiday) will be reflected in your pay check of August 11, 2011.
- ❖ What can I do if I work fewer hours during the “transitional work period,” than I have been scheduled to work in previous bi-weekly work periods or have to wait longer than in the past to receive my paycheck, which causes me to have a financial hardship?
 - Baruch College understands that this might cause a hardship for some and is prepared to provide a salary advance to those who need help during this transition to our new payroll schedule. This salary advance is only to cover the “transitional work period” that ends July 2, 2011, and the amount of the advance will be recouped within a reasonable period thereafter. If you require an advance please contact our payroll unit.
- ❖ Are the New York State pay dates changing?
 - No. The scheduled pay dates are not changing.

If you have any questions regarding your July 28th paycheck, please contact Ms. Maria Camilo at ext. 6606 - maria.camilo@baruch.cuny.edu or Ms. Josie Montero at ext. 6616 - josefina.montero@baruch.cuny.edu