


BY E-MAIL

TO: College Presidents
Deans of the CUNY-Wide and Professional Schools
Vice Presidents for Finance/Administration
College Human Resources Directors

FROM: Esdras Tulier 
University Executive Director for HR Policy and Strategy

SUBJECT: Campus Security Assistant, College Assistant, EOC Assistant, and Student Aide Hourly Wage Increases

Date: January 5, 2018

A year ago, the University began implementing a phased-in minimum wage increases for select hourly employees (see enclosed memos). The following titles and effective dates outline the next phased-in minimum wage rates:

Title	Effective Date	Minimum Hourly Rate	Senior College Paydate	Community College Paydate
Campus Security Asst	12/31/2017	\$13.50 per hour	02/01/2018	01/26/2018
College Assistant	12/31/2017	\$13.50 per hour	02/01/2018	01/26/2018
EOC Assistant	12/31/2017	\$13.50 per hour	02/01/2018	01/26/2018
Student Aide	12/31/2017	\$13.00 per hour	02/01/2018	01/26/2018

These four titles are currently the only titles affected by the 12/31/2017 minimum wage increases. The new 12/31/2017 minimum wage increase only affects employees in the above titles earning less than the minimum hourly rate identified by each title.

Implementation

We are working with our CIS partners to update as much information as possible programmatically in CUNYfirst. We will identify and inform the campuses of any actions needed to be manually updated by the Colleges at a later date.

Payroll System Updates

Community Colleges: The Community Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these four titles earning less than the minimum hourly rates listed above. The New York City Office of Payroll Administration (OPA) will automatically increase the salaries of these employees effective 12/31/2017. The increase will

be reflected in the paycheck dated 01/26/2018. All retroactive payments due from the effective date will be included.

Senior Colleges: The Office of the State Comptroller (OSC) will programmatically increase the minimum wage of employees in these four titles earning less than the minimum hourly rates listed above effective 01/04/2018. The increase will be reflected in the paycheck dated 02/01/2018. All retroactive payments due from 01/04/2018 will be included.

Please note that some affected employees may have worked on December 31st, 2017, and/or January 1st, 2nd, 3rd, 2018. The Senior Colleges are asked to provide University Payroll with the names of these employees and the number of hours that they worked on these dates. The appropriate entries will then be made to effect any additional retroactive monies due to these employees on the 02/01/18 paydate.

Please post this memorandum on your College's HR website, and promptly share this information with employees affected by the new minimum wage increases. Individual questions and concerns should be directed to the employee's campus HR Office.

cc: Chancellor James B. Milliken
Senior Vice Chancellor Matthew Sapienza
Vice Chancellor Brian Cohen
Deputy Vice Chancellor Burton Sacks
Vice Chancellor Pamela Silverblatt
University Payroll
OHRM HR Information Systems
OHRM HR Advisory Services