JOHN JAY COLLEGE OF CRIMINAL JUSTICE

LOCKSMITH TITLE

Handout

Prepared by Office of Human Resources
Handbook Content

Please note, information is printed on both sides of the page

- HR Staff Contact information
- Job Description for the title
- Skilled Trades titles Employee Fact Sheet
- Compensation information for the title
- Civil Service guide
- CUNY Employees Holidays schedule for 2017 - 2018
- CUNY Payroll Calendar for 2017-2018
- Payroll information
- Timesheet sample
- Overtime sheet sample
- Timesheet submission schedule 2017-2018
- Essential Personnel information
- Employee Evaluation
- Employee Transfers
- Mandatory CUNY training
- Benefits Summary
- Visit our website for more information
Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Faina Fradkin
HR Specialist / Classified Titles processing/Recruiter
212.237.8315
ffradkin@jjay.cuny.edu

Contact for questions about: job postings, searches, contractual increases/level changes, Uniform Allowances, Inter-college transfers, hiring classified titles (Provisional, PT, FT, Probable permanent), Disciplinary leaves, classified titles separations, reclassifications and more

Toni Mason-Clarke
Payroll Specialist/ Payroll support, Time and Leave Manager
212.621.3788
tmason-clarke@jjay.cuny.edu

Contact for questions about: College Assistant, Custodian (hourly), Campus Security (hourly), Theater titles (hourly) timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and etc. FT Employee - bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, Unscheduled Holidays, and etc. ; non-payments, missing pay, salary rates and increments

Terencia Martin
HR Coordinator: FT PSC (Faculty, HEOs) ECPs, and Etc.
Phone: 212.237.8560
Email: temartin@jjay.cuny.edu

Contact for questions about: ADI timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, and etc.

Shirley Rodriguez
Administrator / White Collar, Classified Managerial Time and Leave
212.237.8480
srodriguez@jjay.cuny.edu

Contact for questions about: bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, Unscheduled Holidays, and etc.

Gabrielle Calderella
HR Coordinator/ Blue Collar/Skilled Trades/Labor Time and Leave
Phone: 212.237.8552
Email: gcalderella@jjay.cuny.edu

Contact for questions about: bi-weekly timesheet submission, time & leave balances, annual and sick leave accrual rates, compensatory time, shift differentials, overtime payments, Unscheduled Holidays, and etc.
Office of Human Resources

Contact information for the HR representatives handling Classified Titles

Victor De Jesus
Payroll Assistant WC/BC Hourly Titles Time and Leave
Phone: 212.484.1330
Email: vdejesus@jjay.cuny.edu

Contact for questions about: part-time payroll for: College Assistant, Custodian (hourly), Campus Security (hourly), Theater titles (hourly) timesheets, time & leave balances, annual and sick leave accrual rates, pay rates, and etc.

Christina Lee
Benefits Specialist/Benefits Manager
212.237.8504
clee@jjay.cuny.edu

Contact for questions about: Medical Leaves, Health Insurance, FSA (Flex Spending Accounts), WageWorks (pre-tax transit), Retirement, Pension, and Supplemental Retirement Plans - Tax Deferred Annuities, Tuition Waivers, Voluntary Benefits and information on contacting your welfare fund.

Daniella Donald (alternate contact)
HR Benefits Coordinator
212.484.1152
dadonald@jjay.cuny.edu

Contact for questions about: Health Insurance, FSA (Flex Spending Accounts), WageWorks (pre-tax transit), Pension, and Supplemental Retirement Plans - Tax Deferred Annuities, Voluntary Benefits and information on contacting your welfare fund.

Aneesa Lesley
HR Specialist /HRIS Manager
212. 237.8479
alesley@jjay.cuny.edu

Contact for questions about: HR Website, accessing your CUNYFirst account, employee self-service (name changes, address changes, phone number changes, degree update, marital status and emergency contact update), manager self-service: employee reporting structure
THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

Title
Locksmith (CUNY)

Title Codes
04905  
Skilled Trades and Operative Services (038)

FLSA Status
Non-Exempt (Overtime Eligible)

Date Issued
8/18/04

General Duties and Responsibilities
Locksmiths do work relating to the installation, maintenance, and repair of locks and locking devices. Specifically, they install, repair, and open locks, make keys, and change locks and safe combinations. They may supervise and be responsible for the work of assigned personnel.

Qualification Requirements

1. Five years of full-time satisfactory experience as a Locksmith acquired within the last ten years; **OR**

2. Three years of full-time satisfactory experience as described above **plus either**
   two years of sufficient related, approved educational training **or** two years’ full-time satisfactory related experience as a Locksmith Apprentice or Locksmith Trainee, to make a total of five years’ experience.

3. **Before the close of a Civil Service examination filing period,** all candidates **MUST** possess a valid New York City Locksmith License. This license must be maintained as a requirement of continued employment.

Direct Lines of Promotion

From: None  
To: None
**General Work Tasks**

**Key Cutting and Duplication**
- Selects the correct blank for making a duplicate or original key and cut key.
- Makes keys by code.
- Adjusts key machines to make accurate depths and spacing of keys.
- Generates keys by impression.
- Creates original keys by hand, using file.
- Repins cylinders.

**Repair & Maintenance of Existing Locks & Related Hardware**
- Identifies problems with locks, including electronic locking mechanisms.
- Repairs damaged lock hardware.
- Lubricates cylinders and locks, as needed.
- Replaces missing or damaged lock hardware, creating a part, if necessary.
- Changes safe combinations by hand or by key change.
- Adjusts hardware, so the doors close and lock properly.

**Lock Installations**
- Installs locks and related hardware of all types.
- Installs locks and related hardware on doors, making the necessary cutouts to accommodate all types of locking mechanisms.
- Installs locks and related hardware of all types from manufacturers’ instructions and templates.
- Selects locks and related hardware based upon the type of usage, location, and codes/regulations.

**Access Control**
- Uses temporary cylinders to provide access to restricted areas to contractors or to others who needed temporary, limited access to facilities.
- Provides access to officials, such as management, fire, and police, in emergency situations.
- Uses picking tools to open doors, file cabinets, and desk drawers.
- Opens safes without combination by manipulation or by drilling.
- Distributes keys and access cards to appropriate personnel.
- Bypasses malfunctioning locks to provide access.

**Record Keeping & Ordering**
- Maintains log of keys/access cards distributed to designated personnel; keeps records of persons who had been given keys/access cards.
- Maintains data records that detailed which keys corresponded to each lock under your control.
- Tracks Locksmith Shop supplies and ordered, as needed.
- Keeps records of which cylinders were installed on each door.
- Orders hardware based upon organizational need.

**Master Key System Management**
- Re-keys rooms and areas within existing master key systems.
- Creates master key systems manually by using progression charts.
- Creates master key systems using computer software.
- Utilizes and expands an existing key system according to manufacturers’ specifications.
### Job Characteristics

#### Required Knowledge
**Principles/facts that apply to a wide range of situations**

- **Mechanical** knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Technological** knowledge of the practical application of technology, including computer knowledge. Applying technological principles, techniques, procedures, and equipment to building security.

#### Required Skills
**Developed capacities that facilitate learning and performance**

- Installing equipment, machines, or programs to meet specifications.
- Repairing devices or systems using the needed tools.
- Determining the kind of tools and equipment needed to do a job.
- Determining causes of operating errors and deciding upon the correct solution.

#### Required Abilities
**Attributes that influence performance**

- Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Quickly move your hand, your hand together with your arm, or both hands to grasp, manipulate, or assemble objects.
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Make fast, simple, repeated movements of the fingers, hands, and wrists.
- Utilize all tools of the trade in a safe manner.

#### Other Work Requirements
**Physical and social factors that influence work**

- Work must often be performed in crowded public areas.
- A significant amount of time is spent standing in this job.
- Locksmiths spend time using their hands to handle, control, or feel objects, tools, or controls.
- Work is performed mostly indoors but occasional work in the outdoors is required.
- Locksmiths must be exact or accurate in the performance of their work tasks.
- Incumbents’ hands often are soiled in the process of performing assigned tasks.
- Locksmith shops are frequently housed in the basement of campus buildings, where there is minimal natural light and it is often cold and damp.

#### Work Values and Interests
**Aspects of work important to a person’s job satisfaction**

- Working conditions that offer job security and good physical working conditions.
- Organizations with supportive management.
- Independence to work on their own and make decisions.
- Supervisors who train their workers well.
- Being able to plan their work with little supervision.
- Being busy all the time.

People who are drawn to this job typically value:

People who are drawn to this job typically like work activities with practical, hands-on problems and solutions, using real-world materials such as tools and machinery. In addition, work tends not to involve a lot of paperwork or working closely with others.
FACT SHEET FOR – FULL TIME POSITIONS

FULL-TIME SKILLED TRADE TITLES: LOCKSMITH
LOCKSMITH (CUNY)

TIMEKEEPING: Employees must fill out paper timesheets on a biweekly basis.

WORK WEEK:
For all full time employees the work week shall be 40 hours (8 hour day). Work week runs from Sunday through Saturday.

LEAVE PERIOD: September 1st through August 31st.

OVERTIME:
Overtime shall be compensated in cash at the rate of time and one-half (1.5x) after forty (40) hours actually worked.

HOLIDAYS:
Martin Luther King Jr.’s Birthday continues to be a regular holiday with pay, in addition to the previously established eleven (11) holidays.

PAID HOLIDAYS FOR 2017/2018 LEAVE YEAR:
  a) Labor Day - First Monday in September
  b) Columbus Day - Second Monday in October
  c) Election Day- First Tuesday in November
  d) Veteran’s Day- Second Wednesday in November
  e) Thanksgiving Holiday - Fourth Thursday in November
  f) Christmas Holiday – December 25
  g) New Year’s Holiday - January 1
  h) Martin Luther King, Jr.’s Birthday - Third Monday in January
  i) Lincoln's Birthday - February 12
  j) Presidents' Day (Washington’s Birthday) - Third Monday in February
  k) Memorial Day - Last Monday in May
  l) Independence Day - July 4
**ANNUAL LEAVE:**
Annual leave may be accrued at two times (2x) the maximum annual leave allowance up to fifty-four (54) days. All excess annual leave above the maximum on August 31st will be converted to sick leave as of September 1st of each year. Accrual rates are based on employee’s hire date.

Accrual Schedule for 40 hours per week employees:

<table>
<thead>
<tr>
<th>Year</th>
<th>Bi-Weekly (hrs/2 weeks)</th>
<th>Days per Annum</th>
<th>Annual Leave Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year*</td>
<td>4.62</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>5th year*</td>
<td>6.15</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>8th year*</td>
<td>7.69</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>15th year*</td>
<td>8.31</td>
<td>27</td>
<td>54</td>
</tr>
</tbody>
</table>

**SICK LEAVE:**
Sick leave allowance accrues at the rate of one (1) day per month for a total of twelve (12) days per year or 3.69 hours per Bi-Weekly Pay Period for 40 hours per week employees. The number of Sick Leave days permitted to accumulate is unlimited. Approved sick leave may be used in units of one (1) hour. Approved sick leave may be used as it accrues.

- More than 3 (three) consecutive work days requires the submission of a doctor’s note
- Employees are advised that sick days of more than 5 consecutive work days may qualify as FMLA and must be discussed with their time keeper and the Benefit’s Division of the department of Human Resources.

  * Please be advised that per CUNY rules the Director of Human Resources reserves the right to request medical documentation at any time when reasonably considering that abuse has, is or will occur.

**JURY DUTY:**
Employees receive regular salary for absences due to jury duty. Jury duty must be reported on the employee’s timesheet and a copy of the certificate of jury duty service must be submitted to the appropriate time keeper in Human Resources by the 10th of the following month.
**The Family Medical and Leave Act- FMLA:**
The CUNY FMLA policy provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying reasons during the designated leave year, i.e., September 1st through August 31st. In order to be eligible, an employee must have been employed by the University for at least 12 months cumulatively, and must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave.

**BEREAVEMENT LEAVE:**
Full-time employees may receive up to four (4) days of bereavement leave for the death of an immediate family member. Employees must provide proof of the deceased such as a letter from the funeral home, a copy of the program or pamphlet, or a copy of the death certificate (originals are not necessary). The documentation must also provide proof of their relationship to the deceased. All documents are to be submitted to the appropriate time keeper in the department of Human Resources by the 10th of the following month.

An immediate family member can be defined as:
- Spouse or domestic partner/ parent or stepparent/ mother-in-Law; father-in-law/ sibling / child or stepchild / grandparent / grandchild
- A child or parent of the domestic partner or any other relative of the domestic partner residing in the same household. Any other relative residing in the same household (if the relative, i.e., uncle, aunt, etc. resides in the household, the employee must submit proof that the relative resides in their home (i.e. copy of a photo ID or bill with name and address matching the employee address on file).

**SEPARATION:**
If a full-time employee resigns from the University, their annual leave days will be paid out however sick and unscheduled holidays will not be paid and will be forfeited. If an employee transfers from one CUNY College to another on a full-time line; without a break in service (break in service is considered more than 30 working days), the years of service as well as the time & leave balances will be transferred.
* Please note: Annual leave payouts will not be for any annual leave balance above the allotted maximum annual leave cap per the CBA.

**RETIREMENT:**
If planning to retire from CUNY, a full-time employee needs to submit an application for retirement to the Benefit’s Manager in the Department of Human Resources. Employees may be eligible for Terminal Leave which is a form of paid leave provided that all requirements for retirement are met including maintaining a balance of at least 120 sick days (840 hours).
Skilled Trades Title

LOCKSMITH (CUNY)

Bargaining Unit:

Locksmith (local 1087)
AMERICAN FEDERATION OF STATE, COUNTY AND MINICIPAL EMPLOYEES DISTRICT COUNCIL 37, AFL-CIO
125 Barclay Street New York, NY 10007 (212) 815 -1000 www.dc37.net
Local 924

Job Subfunction type: Classified Competitive
Work Week: 40 hours

2017 Compensation:

<table>
<thead>
<tr>
<th>Civil Service Employee Title</th>
<th>Title Code</th>
<th>Annual Rate</th>
<th>Hourly Rate</th>
<th>Overtime Rate</th>
</tr>
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<tbody>
<tr>
<td>Locksmith (CUNY)</td>
<td>04905</td>
<td>$61,805</td>
<td>$29.60</td>
<td>$44.40</td>
</tr>
</tbody>
</table>
Classified Titles – Civil Service Jobs

Most NYC government jobs, including CUNY, are part of the competitive class, which requires permanent appointment through taking and passing a competitive civil service examination. For titles where eligible lists from civil service exams are not in existence, CUNY (and other city agencies) are permitted to consider and appoint qualified individuals who apply directly to vacant positions to ensure that essential college functions are executed.

Qualified individuals may be provisionally appointed to a competitive position while awaiting an exam for their title or for a similar title. While most positions are classified in the competitive class, there are some positions for which competitive exams are not required. For these positions, qualified individuals may be considered and appointed without further examination.

CUNY, as a separate NYC agency, fills many of its positions through the Civil Service Process, a process guided by the New York State Civil Service Law, which is in place to help ensure that the hiring process is competitive and fair. CUNY uses employment examinations to measure a potential candidate's merit and fitness for a particular title. In most instances, taking an exam is the beginning of a hiring process that may lead to employment with CUNY.

There are three types of examinations:
1. Open-competitive exams are exams any person meeting all the minimum requirements can apply to take;
2. Promotional examinations are open only to employees already in permanent lower level eligible positions;
3. Continuous recruitment examinations are examinations for which applications are accepted on an on-going basis and are used for job titles where there is a lot of hiring activity or for job titles that are very specialized and there may be a limited number of applicants.

Continuous Recruitment example: CSA titles
Continuous recruitment means that applications are accepted on a continuous basis. Continuous recruitments tend to be restricted to examinations of education and experience. If an applicant passes the examination, he or she becomes eligible for a possible appointment for a period of up to two years.

Exam Attendance by current CUNY employee:
Active CUNY employees in classified titles will get paid for the day/time (absences will be excused), when they are taking CUNY’s mandatory exams (i.e., psychological evaluation and medical examination) or are attending a hiring pool for Classified titles (CUNY only) during their scheduled work hours. The employees will NOT be paid, if the day/time they are taking the exam or are attending a hiring pool is on their scheduled day off.

According to PPB 1/89, time spent in civil service examinations, appointment interviews or hiring pools for CUNY titles shall be excused with pay upon submittal of evidence (proof) satisfactory to the Office of Human Resources. Employees must present sufficient documentations (such as exam notification letters to employee from CUNY, invitations to attend the pool/exam) to their supervisor to indicate that they need the release time. This rule DOES NOT apply when CUNY employees are taking exams for any other (non-CUNY) positions/attending hiring pools at any other NYC or NYS agencies, such as NYC Department of Corrections, Police Department, etc.
After each Civil Service exam, CUNY establishes an eligible to hire list. This list consists of all candidates who passed the exam, ranked in score order and is available to each of the CUNY schools with open positions in the corresponding title.

When the CUNY School has a hiring need, candidates are contacted for interviews in list number order. New York State Civil Service Law requires agencies to employ the One-in-Three rule, whereby they must consider and hire one of the three candidates at the top of the eligible list for appointment to a vacant position. Eligible lists usually (but not always) remain active for four years.

**At the hiring pool**
When the list comes out, after the exam was taken by all candidates who applied, CUNY invites candidates with the highest scores to attend the hiring pool for a specific title. CUNY Schools representatives attend the hiring pool when they have an approved vacancy in a specific title. If the candidate is selected for hire at the hiring pool, HR Representative extends a Conditional Job Offer to that candidate.

**Conditional Job offer**
The offer of employment is conditional upon satisfactory completion of all verifications, including but not limited to confirmation of academic and professional credentials, necessary employment and background checks, fiscal ability and approval by the CUNY Board of Trustees. In addition, for titles that require completion of other prerequisites of employment, this offer is subject to the successful satisfaction of those requirements. The terms and conditions of employment are consistent with the applicable rules and Bylaws of the Board of the City University of New York and the existing collective bargaining agreement.

The candidate with the conditional offer is informed that his/her status will be “Probable Permanent” for the duration of one year. This is the established probation period. However, based on the University policy every probationary employee will be evaluated every quarter, prior to the end of the probation period.

**Probation Period**
In the event the new hire employee receives less than an overall satisfactory performance rating during the probation period, the College Personnel Officer upon request of the Hiring Department Manager may choose to extend the probation period subject to the agreement of the probationer, but no more then by six additional months. The Hiring Department Manager also has an option to request the College Personnel Officer to terminate the employee during the probation period after 2 months of probationary employment based on unsatisfactory performance, attendance issues etc.

If the probation period resulted with the overall satisfactory performance rating the employee is granted Permanent status at the end of the probation period. Office of Human Resources sends the letter to the employee informing them of the change of the status to Permanent.
Holidays, unscheduled holidays and annual leave periods are set by Board policy and/or Union contracts. Schedules are not identical - check the correct chart for your group. The Annual Leave Period of all employees is September 1, 2017 – August 31, 2018. Employees should use their leave accruals within this period.

Hours of work are established by College or Unit and cannot change unless approved by the President or designee. Detailed instructions, including handling of exceptions, are in the Bargaining Unit contracts. For example, individuals in some Classified Service titles may be assigned to work on a holiday due to College requirements. If you have questions, contact your Human Resources Office.

<table>
<thead>
<tr>
<th>Holidays</th>
<th>GROUP 1: Non-teaching Instructional (ECP, HEOs, CLTs)</th>
<th>GROUP 2: Classified Service Blue Collar (Custodial, Stores-Stock, and Security)</th>
<th>GROUP 3: Skilled Trades Bargaining Unit (Section 220) (except Laborers)</th>
<th>GROUP 3L: Laborers Only (Section 220)</th>
<th>GROUP 4: CUNY Theatre Technician Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>N (Observed Fri 11/10/17)</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Observed Fri 11/10/17</td>
<td>Observed Fri 11/10/17</td>
<td>Observed Fri 11/10/17</td>
<td>Observed Fri 11/10/17</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving Holiday: Thanksgiving / Day After Thanksgiving</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Christmas Holiday: Christmas Eve, Christmas Day</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>New Year’s Holiday: New Year’s Eve, New Year’s Day</td>
<td>N (see below**)</td>
<td>N (see below**)</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>Independence Day</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Unscheduled Holidays*</td>
<td>6</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employees normally scheduled to work on a Saturday or Sunday</td>
<td>For Holidays falling on a Saturday or Sunday when you are scheduled to work, take the holiday on that Saturday or Sunday instead of the day listed on the chart or receiving the additional Unscheduled Holiday. Those normally scheduled to be off on an observed holiday falling on a weekday will receive an unscheduled day in lieu of that day, or compensatory day, depending on the title.</td>
<td>Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a comp day, if applicable.</td>
<td>Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day, if applicable.</td>
<td>Observe holidays as listed.</td>
<td></td>
</tr>
</tbody>
</table>

* EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.

** Groups 1 and 2 receive two additional Unscheduled Holidays in lieu of the planned 12/24/2017 and 12/31/2017 holidays.
NEW FISCAL YEAR…2018-2019

Payday is the Thursday following the ending date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

= PAYROLL PERIOD ENDING DATE

H = HOLIDAY

INSTITUTION AGENCIES 2017-2018
ON A CURRENT BASIS
(Refer to Payroll Bulletins for Submission Dates)

PAYOUT PERIOD  CHECK DATES
No. 1 March 30 – April 12  April 13
No. 2 April 13 – April 26  April 27
No. 3 April 27 – May 10  May 11
No. 4 May 11 – May 24  May 25
No. 5 May 25 – June 7  June 8
No. 6 June 8 – June 21  June 22
No. 7 June 22 – July 5  July 6
No. 8 July 6 – July 19  July 20
No. 9 July 20 – August 2  August 3
No. 10 August 3 – August 16  August 17
No. 11 August 17 – August 30  August 31
No. 12 August 31 – September 13  September 14
No. 13 September 14 – September 27  September 28
No. 14 September 28 – October 11  October 12
No. 15 October 12 – October 25  October 26
No. 16 October 26 – November 8  November 9
No. 17 November 9 – November 22  November 22
No. 18 November 23 – December 6  December 7
No. 19 December 7 – December 20  December 21
No. 20 December 21 – January 3  January 4
No. 21 January 4 – January 17  January 18
No. 22 January 18 – January 31  February 1
No. 23 February 1 – February 14  February 15
No. 24 February 15 – February 28  March 1
No. 25 March 1 – March 14  March 15
No. 26 March 15 – March 28  March 29
Employee Name: __________________________
Pay Serve Empl ID#: ______________________
Title: ________________________________
Supervisor: __________________________

CIVIL SERVICE/CLASSIFIED STAFF

<table>
<thead>
<tr>
<th>TIMESHEET START DATE</th>
<th>TIMESHEET FOR WORK PERIOD ENDING DATE:</th>
<th>09/03/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/21/16</td>
<td>08/22/16</td>
<td>08/23/16</td>
</tr>
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<td>08/24/16</td>
<td>08/25/16</td>
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<td>08/30/16</td>
<td>08/31/16</td>
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</tr>
<tr>
<td>09/02/16</td>
<td>09/03/16</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS

(Use Decimals:) 1/4 = .25, 1/2 = .50, 3/4 = .75

For each day of the pay period, if working less than your scheduled hours, or taking time off, please enter the appropriate code from those listed below to indicate how the time off should be charged. Enter the code & hours in the boxes provided above.

<table>
<thead>
<tr>
<th>JD</th>
<th>Jury Duty (Must submit Certificate of Juror’s Proof of Service with Time Sheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bereavement Leave (Must submit Death Certificate/Proof of Relationship of Deceased)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M</th>
<th>Military Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH</td>
<td>Unscheduled Holiday (always @ 7 hours. If using UH during the Long Summer Hours, then an additional 1.75 hours of A/L must be charged with the UH)</td>
</tr>
</tbody>
</table>

Employee’s Certification: I certify that the entries on this record accurately and completely reflect my service to John Jay College during the stated period.

Employee Name (Please Print Clearly) __________________________ Date
Signature

Supervisor’s Certification: I certify that the employee was in full attendance in accordance with the administrative calendar, except as noted above

Supervisor’s Name (Please Print Clearly) __________________________ Signature Date

NOTE: Time Sheets must be forwarded to the Human Resources Department by the Monday following the close of the pay periods

PLEASE USE THE DATES LISTED BELOW FOR THE PERIOD ENDING

| 01/09/2016 | 03/19/2016 | 05/28/2016 | 08/06/2016 | 10/15/2016 | 12/24/2016 | 03/04/2017 | 05/13/2017 | 07/22/2017 | 09/30/2017 |
| 01/23/2016 | 04/02/2016 | 06/11/2016 | 08/20/2016 | 10/29/2016 | 01/07/2017 | 03/18/2017 | 05/27/2017 | 08/05/2017 | 10/14/2017 |
| 02/06/2016 | 04/16/2016 | 06/25/2016 | 09/03/2016 | 11/12/2016 | 01/21/2017 | 04/01/2017 | 06/10/2017 | 08/19/2017 | 10/28/2017 |
| 02/20/2016 | 04/30/2016 | 07/09/2016 | 09/17/2016 | 11/26/2016 | 02/04/2017 | 04/15/2017 | 06/24/2017 | 09/02/2017 | 11/11/2017 |
| 03/05/2016 | 05/14/2016 | 07/23/2016 | 10/01/2016 | 12/10/2016 | 02/18/2017 | 04/29/2017 | 07/08/2017 | 09/16/2017 |

CUNY The City University of New York
The City University of New York
DEPARTMENT OF FACILITIES MANGEMENT
524 West 59th Street Room L2.68.00
New York, NY 10019
T. 212-237-8541  F. 212-237-8994

Overtime / Double-time Approval

☑ Overtime  □ Saturday Rate  □ Double Time/Sunday Rate  □ Holiday Rate

Pay Period From: ______________________ To: ______________________

Employee Name: ______________________ Pay Serve ID#: ____________ □ JJAY □ MHC

Title: (Check One)

☐ Carpenter (SL1, SL2)  ☐ Custodian Assistant (OTE)  ☐ Custodian Supervisor (OTE)  ☐ Electrician (SL1)
☐ General Supervisor (OTE)  ☐ Laborer (SL1, OTO)  ☐ Maintenance Worker (SL1)  ☐ Oiler (SL1)
☐ Painter (SL1)  ☐ Plumber (SL2)  ☐ Plumber’s Helper (SL2)  ☐ St. Engineer (OTE)

Date Worked: 10/11/2016
(Ex: Monday, May 2, 2016)

Time Worked From: ________ AM □ PM to: ________ AM □ PM
(Ex: From 10:00AM to 5PM)

Employee (check One)

☐ Was called in on Regular Day Off
☐ Additional Hours Worked

Hours Worked To Be Paid

Total Hours Worked including Lunch: ________
Deduct Lunch: ________
Total Hours Worked To Be Paid: ________

Reason: Please check correct category, sub category and complete the information where applicable

☐ Staff/Shift Coverage for:
☐ Movie/Event Support:
☐ Annual Leave  ☐ Sick Leave  ☐ Student Event  ☐ CUNY Event
☐ Meeting/Training  ☐ Film/Movie  ☐ External Event  ☐ Film/Movie
☐ Vacancy Shortage  ☐ LOA  ☐ Charging: ☐ No ☐ Yes to: ________

☐ Meeting  ☐ Training
☐ Special Project:
☐ Inclement Weather
☐ Renovation/Move:
☐ Emergency Related/Other not listed above, explain in details below:

☐ Additional Hours

Tahera Jaffer – Admin. Mgr  Date

Action of Human Resources/Payroll Office: (The below is in accordance with the Guidelines for Overtime)

☑ Approved  ☐ Denied  ☐ Request modified as follows: ________
Chargeable to:
☐ Tax Levy  ☐ Non-Tax Levy

Cost: ______________________
Rate of overtime Pay: ______________________
Fringe Benefits: ______________________
Total: ______________________

DATE PAID

Signature of Human Resources/Payroll

Print Name  Date

FOR FACILITIES DEPT ONLY

1) Original - Human Resources/Payroll
2) After HR Approval, Make copies on:
a. Yellow paper, give to Admin. Supt to give to Employee
b. White Copy for Timekeeper for Employee File
## TIME & LEAVE
### CIVIL SERVICE/CLASSIFIED STAFF
#### BI-WEEKLY TIMESHEET SUBMISSION SCHEDULE
**FY 2017 – 2018**

<table>
<thead>
<tr>
<th>WORK PERIOD END DATES</th>
<th>WORK DAYS COVERED</th>
<th>DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2/2017</td>
<td>(8/20 to 9/2)</td>
<td>*9/5/2017</td>
</tr>
<tr>
<td>9/16/2017</td>
<td>(9/3 to 9/16)</td>
<td>9/18/2017</td>
</tr>
<tr>
<td>9/30/17</td>
<td>(9/17 to 9/30)</td>
<td>10/2/2017</td>
</tr>
<tr>
<td>10/14/2017</td>
<td>(10/1 to 10/14)</td>
<td>10/16/2017</td>
</tr>
<tr>
<td>10/28/2017</td>
<td>(10/15 to 10/28)</td>
<td>10/30/2017</td>
</tr>
<tr>
<td>11/11/2017</td>
<td>(10/29 to 11/11)</td>
<td>11/13/2017</td>
</tr>
<tr>
<td>12/9/2017</td>
<td>(11/26 to 12/9)</td>
<td>12/11/2017</td>
</tr>
<tr>
<td>12/23/2017</td>
<td>(12/10 to 12/23)</td>
<td>*12/26/2017</td>
</tr>
<tr>
<td>1/6/2018</td>
<td>(12/24 to 1/6)</td>
<td>1/8/2018</td>
</tr>
<tr>
<td>1/20/2018</td>
<td>(1/7 to 1/20)</td>
<td>1/22/2018</td>
</tr>
<tr>
<td>2/3/2018</td>
<td>(1/21 to 2/3)</td>
<td>2/5/2018</td>
</tr>
<tr>
<td>2/17/2018</td>
<td>(2/4 to 2/17)</td>
<td>*2/20/2018</td>
</tr>
<tr>
<td>3/3/2018</td>
<td>(2/18 to 3/3)</td>
<td>3/5/2018</td>
</tr>
<tr>
<td>3/17/2018</td>
<td>(3/4 to 3/17)</td>
<td>3/19/2018</td>
</tr>
<tr>
<td>3/31/2018</td>
<td>(3/18 to 3/31)</td>
<td>4/2/2018</td>
</tr>
<tr>
<td>4/14/2018</td>
<td>(4/1 to 4/14)</td>
<td>4/16/2018</td>
</tr>
<tr>
<td>4/28/2018</td>
<td>(4/15 to 4/28)</td>
<td>4/30/2018</td>
</tr>
<tr>
<td>5/12/2018</td>
<td>(4/29 to 5/12)</td>
<td>5/14/2018</td>
</tr>
<tr>
<td>5/26/2018</td>
<td>(5/13 to 5/26)</td>
<td>*5/29/2018</td>
</tr>
<tr>
<td>7/7/2018</td>
<td>(6/24 to 7/7)</td>
<td>7/9/2018</td>
</tr>
<tr>
<td>7/21/2018</td>
<td>(7/8 to 7/21)</td>
<td>7/23/2018</td>
</tr>
<tr>
<td>8/4/2018</td>
<td>(7/22 to 8/4)</td>
<td>8/6/2018</td>
</tr>
<tr>
<td>8/18/2018</td>
<td>(8/5 to 8/18)</td>
<td>8/20/2018</td>
</tr>
</tbody>
</table>

Timesheets must be submitted on a bi-weekly basis and are due on the Monday following the Work Period End Date (* Tuesday, if Monday is a Holiday).
Skilled Trades titles are paid on a bi-weekly current pay schedule.

Upon receiving your completed application package and a Personnel Action Form (PAF), a payroll record will be created for you.

Your first paycheck will be issued approximately 3 - 4 weeks from the date the required completed documents are received by the Office of Human Resources.
All Facilities Titles employees are deemed “Essential” personnel. Every employee in these titles at the time of hire will receive the below letter, which has to be signed by employee. Annual reminder letters will also be sent.

October 4, 2017

Dear Jane Doe:

Please be advised that due to your position at John Jay College of Criminal Justice, you have been deemed “ESSENTIAL STAFF” and may be required by Management to report to work during emergencies. This includes days when classes are cancelled and days when all college operations are suspended.

In accordance with Personnel Policy Bulletin (PPB) 2/16, which refers to Emergency Closings, essential employees are required to report to work during college emergency closings, including, but not limited to, closings due to inclement weather (“snow closings”) or other circumstances requiring the college to close and suspend operations. In the event that you fail to report to work as required, management reserves the right to take appropriate action for any unauthorized or unexcused absence, in accordance with the University PPB.

A copy of this letter will be placed in your employment file in the Office of Human Resources.

If you have any questions concerning the above, do not hesitate to contact me.

Sincerely,

Raj Singh
AVP for Administration

cc: Employment File

By my signature below, I acknowledge receipt of this Essential Staff designation letter.

Signature ___________________________________________ Date ______________
Classified Titles Employee Evaluation

Performance evaluations are required to be completed for all Classified Titles Employees.

A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions.

Performance Evaluation schedule

- New Employees – after serving three (3) months of service
- Probable Permanent Employees - Quarterly
- Permanent Employees – Annually
- Provisional Employees – Annually
- Special Evaluation may be done at any time

The evaluation conference has to take place between employee and the supervisor as indicated above.

The supervisor fills the form prior to the discussion and will mark the employee rating.

Performance Ratings: Unsatisfactory, Needs Improvement, Satisfactory, Surpasses Expectations

A copy of the evaluation form signed by the supervisor should be given to the employee within 10 working days following the discussion.

Employee has to sign the evaluation form and return the original signed copy to the supervisor within 10 days of receipt and keep a copy for their own record. Employee signature on the form indicates only that s/he received the copy of the evaluation memorandum, and does not signify that the employee agrees with the appraisal or its content.

Employees have an option to write a response to the evaluation provided by the supervisor. This response will be attached to the evaluation, and stored in the employee personnel file.
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Classified Titles Inter-College Transfer

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

FOR ELIGIBLE FULL TIME CLASSIFIED STAFF

You must meet all of the following eligibility requirements:

1) At least two (2) years of permanent service at present college following appointment from a civil service list or after a voluntary transfer; or

2) At least one (1) year of permanent service following a promotion or reassignment unless the transfer is at the employee's former assignment level. (Note: Mandatory reassignment shall not bar immediate placement on the roster); and

3) Must have no disciplinary action pending or in process against him/her and have had no disciplinary penalties imposed in the preceding three (3) years; and

4) At least a satisfactory annual performance evaluation during the immediately preceding two-year period.

If you have met the above eligibility requirements, you may contact Faina Fradkin at the Office of Human Resources, (212-237-8315; ffradkin@jjay.cuny.edu) to request the inter-college transfer application.

When you submit the application to OHR the College Human Resources Director will then determine eligibility, and if approved, your application will be sent to the University Office of Human Resources Management.

You will receive notification via email of your eligibility determination, and , if eligible, your name will be placed on the college transfer roster as requested.
## CUNY Human Resources - Full-Time Skilled Trades Benefits Summary

| Health Insurance Benefits | The option of several HMOs, PPO’s, and POS’s is provided through the City of New York. See the “Summary Program Description” booklet at [http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf](http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spd.pdf). Additional information and rates are available online at [http://www.nyc.gov/html/olr/html/home/home.shtml](http://www.nyc.gov/html/olr/html/home/home.shtml) (Click on “Health Benefits Program” on the left-hand side menu.) If appointment is expected to last at least six months, effective dates for health insurance are as follows:

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Benefit Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probable Permanent / Permanent</td>
<td>Date of hire (if paperwork received within 31 days of hire)</td>
</tr>
<tr>
<td>Provisional / Temporary</td>
<td>91st day from the date of hire (if paperwork is submitted in that timeframe)</td>
</tr>
</tbody>
</table>

| Welfare Fund Benefits   | Please contact the appropriate union Welfare Fund for your title. For contact information, visit: [http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html](http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html) or see the list below. |

| Retirement Benefits     | Probable permanent and permanent employees are required to join a pension plan, while provisional and temporary employees have the option to join the New York City Employees’ Retirement System (NYCERS). Vesting is provided after 10 years of Credited Service. Go to [www.nycers.org](http://www.nycers.org) for detailed information on NYCERS. |

| Tax-Deferred Annuity (TDA) 403(b) Plans | The TIAA 403(b) Plan offers a voluntary, supplemental retirement savings plan through employee tax-deferred savings contributions. Contact Human Resources for more information. |

| New York State Deferred Compensation 457(b) Plan | The NYSDCF 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. Go to [https://www.nysdcf.com/App/tcm/nysdcf/about/index.jsp](https://www.nysdcf.com/App/tcm/nysdcf/about/index.jsp) for more information. Employees have two options:

- Tax-Deferred Contributions - not subject to current federal or New York State income taxes; contributions and any earnings grow tax deferred; withdrawals will be taxed as ordinary income when you may be in a lower tax bracket (generally at retirement).

- Roth After-Tax Contributions – contributions are made after tax so withdrawals are tax free (as long as you’re at least age 59½ and do not take withdrawals from your Roth account for at least five years after your first Roth contribution is made to the plan). |

| Flexible Spending Accounts (FSA) Program | If eligible for Health Insurance Benefits, employee is eligible for the Dependent Care Assistance Program (DeCAP), Health Care Flexible Spending Accounts Program (HCFSA), Medical Spending Conversion (MSC) Buy-Out Waiver (BOW) Program, and Medical Spending Conversion (MSC) Premium Conversion Program as long as paperwork is received within 31 days for probable permanent and permanent employees and within 90 days for provisional and temporary employees. Go to [www.nyc.gov/fsa](http://www.nyc.gov/fsa) for detailed information and enrollment forms. |

| Tuition Fee Waiver | Employees are eligible to receive a tuition waiver for their own study at a CUNY school subject to certain limitations: |

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Service Requirement</th>
<th>Course Type &amp; Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled Trades</td>
<td>1 year</td>
<td>Undergraduate Only - no limit</td>
</tr>
</tbody>
</table>

Employees are eligible to waive tuition during Summer Session for Undergraduate courses only.
## Voluntary Benefits

- Deer Oaks – CUNY Work/Life Program (Employee Assistance Program)
- CUNY e-MALL (discounts for CUNY employees)
- Municipal Credit Union - Savings & Checking accounts and many other financial services
- New York’s 529 College Savings Program – Visit [https://www.nysaves.org/content/home.html](https://www.nysaves.org/content/home.html) for more information
- Transit Benefit Program through WageWorks – Visit [https://www.wageworks.com/employees.aspx](https://www.wageworks.com/employees.aspx) for more information

## Time & Leave

Time and Leave for All Other Full-Time Classified Titles:
[http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html](http://www.cuny.edu/about/administration/offices/lr/labor-orgs/unions.html)
### Unions Representing Classified Staff Employees:

<table>
<thead>
<tr>
<th>Union</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carpenter:</strong></td>
<td>UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA 395 Hudson Street New York, NY 10014 (212) 366-7500 fax (212) 675-3118 <a href="http://www.carpenters.org">www.carpenters.org</a></td>
</tr>
<tr>
<td><strong>Oiler / Stationary Engineer (CUNY):</strong></td>
<td>INTERNATIONAL UNION OF OPERATING ENGINEERS, Local 30 16-16 Whitestone Expressway Whitestone, NY 11357 (718) 847-8484 fax (718) 805-2172 <a href="http://www.iuoe30.org">www.iuoe30.org</a></td>
</tr>
<tr>
<td><strong>Electrician:</strong></td>
<td>INTERNATIONAL BROTHERHOOD OF ELECTRICAL Wokers, LOCAL 3 158-11 Harry Van Arsdale Jr. Avenue Flushing, NY 11365 (718) 591-4000 fax (718) 570-1004 <a href="http://www.local3.com">www.local3.com</a></td>
</tr>
<tr>
<td><strong>Painter:</strong></td>
<td>LOCAL UNION 1969 CIVIL SERVICE EMPLOYEES DISTRICT COUNCIL 9, IUPAT (Painter's Union) 45-15 36 Street Long Island City, New York 11101 (718) 937-7440 fax (718) 937-4320</td>
</tr>
<tr>
<td><strong>Locksmith (local 1087) &amp; Laborer (local 924):</strong></td>
<td>AMERICAN FEDERATION OF STATE, COUNTY AND MINICIPAL EMPLOYEES DISTRICT COUNCIL 37, AFL-CIO 125 Barclay Street New York, NY 10007 (212) 815-1000 <a href="http://www.dc37.net">www.dc37.net</a></td>
</tr>
<tr>
<td><strong>Plumbers:</strong></td>
<td>PLUMBERS LOCAL 1 50-02 5th Street Long Island City, NY 11101 (718) 738-7500 fax (718) 835-0896 <a href="http://www.ualocal1.org">www.ualocal1.org</a></td>
</tr>
<tr>
<td><strong>Maintenance Worker:</strong></td>
<td>INTERNATIONAL BROTHERHOOD OF TEAMSTERS Local 237 216 West 14th Street New York, NY 10021 (212) 924-2000 <a href="http://www.local237.com">www.local237.com</a></td>
</tr>
</tbody>
</table>
Mandatory CUNY Training

Within 60 days of your start date you must complete several training programs that are mandatory for all employees of The City University of New York. Links to the online training are below.

**IT SECURITY TRAINING**

Why is IT Security important at CUNY?

- We are required by law to protect the privacy of personal data belonging to our faculty, staff and students.
- We must ensure that our academic and administrative systems continue to be available to run the business of the University and to serve our faculty, students, and staff.
- We must maintain accurate University data and prevent unauthorized changes.

To take the program:

2. Enter your full name
3. Enter your campus email address
4. For CODE Select “None”
5. Select your role at CUNY
6. Select CUNY HR
WORKPLACE VIOLENCE PREVENTION TRAINING

In compliance with New York State law and The City University of New York Campus and Workplace Violence Prevention Policy, you will be asked to complete CUNY’s online training program entitled “CUNY Workplace Violence Prevention” within 60 days of your date of hire. New York State Labor Law mandates that all employees complete training in workplace violence awareness and prevention at least once every year.

Shortly after you start working, you will receive an email from Workplace Answers eLearning, at training@workplaceanswers.com. The e-mail will contain a personalized link to launch the Online Training Program.

You do not need to complete all of the training in one sitting. You may use this personalized link to resume the course or review the material at a later date. The program will bring you back to where you left off in the course.

Your campus may offer in-person classroom training in lieu of the online training program. If you have questions about the online or classroom training, please contact your Campus HR Office.

If you have questions about the content of this online training program, email CUNY’s Office of Human Resources Management at ViolencePrevention.Training@cuny.edu.

Thank you in advance for your participation.
Please visit our HR website where you can find important information related to your titles

John Jay College Human Resources website link:
http://www.jjay.cuny.edu/human-resources

Claiming your CUNYFirst account:
All employees at CUNY (regardless of their title) will get a CUNYFirst account. Everyone should claim their account, as soon as they are hired.

In order to claim your CUNYFirst account please visit
https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html

Click on “New User” under the Log-In panel. From this screen just follow the instructions. If you have any issues with this, you may contact Aneesa Lesley (see contacts page).

Did not find what you were looking for? Still need help?
Give us a call, or email us.

For inquiries please feel free to e-mail at:
AskHR@jjay.cuny.edu