TO: College Now Program Coordinators and Counselors

FROM: Erika Delacruz, College Now Program

SUBJECT: Spring 2020 Payroll Information

As you are scheduled to work for the College Now Program this spring, the following are the payroll dates for the Spring 2020 semester. Please note that there will be twelve (11) payroll dates:

February 21
March 6, 20
April 3, 17
May 1, 15, 29
June 12, 26
July 10

Note: If you do not receive your paycheck on the first pay date, please e-mail me and Maria Tomarchio at edelacruz@kbcc.cuny.edu and maria.tomarchio@kbcc.cuny.edu. We will respond to your concern via e-mail.

ENVELOPES, PAYROLL AND PERSONNEL FORMS: The college’s Payroll Distribution office requires that all faculty who receive their checks by mail or who use the Electronic Direct Deposit method submit twelve (12) stamped (Forever stamps are best) self-addressed, legal-size envelopes for receipt of their paychecks or paystubs.

CHANGE OF NAME, ADDRESS OR OTHER PERTINENT INFORMATION: As a CUNY employee, your W2 statement, which includes both your College Now and DOE work, will be issued by Kingsborough Community College and forwarded to your address on file at the college. If any of your personal information has changed, including a change of address since last semester, notify CN secretary Maria Tomarchio by completing and faxing (718-368-5377) the College Now Change of Personal Information Form on page 3. Upon receipt of this form, Ms. Tomarchio will forward an official Kingsborough Change of Personal Information form to you. If you have changed your name, you must bring this KCC form, your original marriage license, social security card and driver’s license in your new name to the college’s Office of Human Resources to complete this process.

CALCULATING YOUR PAY: Program Coordinators and Counselors will be compensated based on hours listed on weekly time reports submitted to the Kingsborough College Now Office.
PROGRAM COORDINATOR AND COUNSELOR MEETINGS: Attendance at these meetings is a requirement of the CN program. In order to be compensated, PCs and counselors must add the hours to the timesheet submitted for the week. Please keep track of your hours. They are paid at the 60% rate and are usually included in your regular check. On occasion, a separate check may be issued.

FOR COLLEGE NOW WORK TO BE PENSIONABLE: It is our understanding that TRS Tier I members must work 45 hours per year for three or more years, not necessarily in consecutive order, and must be employed for 45 hours during their last year of full-time work. Different formulas exist for teachers in other tiers. We encourage you to contact TRS to confirm this policy.

PAYROLL QUESTIONS: If you have any questions about payroll at any time during the term, please call us at (718) 368-5170 before you contact any other office on campus. In our absence, please leave a message with Ms. Maria Tomarchio.
CHANGE OF PERSONAL INFORMATION FORM
FOR
THE OFFICE OF COLLABORATIVE PROGRAMS

Directions: If any of the information below has changed since last semester:

1. Complete the form below and put a star (*) before the information that is new.

2. Fax the form to the College Now office, 718-368-5377, attention: College Now Office Assistant Maria Tomarchio, or mail it to Ms. Tomarchio care of KCC, Office of Collaborative Programs, 2001 Oriental Boulevard, Brooklyn, NY 11235.

3. Upon receipt of this form, an official KCC Change of Personal Information Form will be forwarded to you for completion.

Name: (Print) First ___________________________ Last ______________________

School: ______________________________________________________________

Home Address: _________________________________________________________

______________________________________________________________________

Home Telephone: ______________________________________________________

E-Mail Address: ________________________________________________________

Signature: _____________________________________________________________

Date: __________________________________________________________________

If you have changed your name, you must bring the form, your original marriage license, social security card and driver's license with your new name to the college’s Office of Human Resources to complete this process.

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