**Spring 2020**

**TO:** College Now Faculty  

**FROM:** Erika Delacruz, College Now Program  

**SUBJECT:** Spring 2020 Payroll Information

As you are **tentatively** scheduled to teach this spring, the following are the payroll dates for the Spring 2020 semester. Please note that there will be ten (10) payroll dates for **most** College Now Instructors this term:

<table>
<thead>
<tr>
<th>Date</th>
<th>Payroll Dates</th>
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<tbody>
<tr>
<td>February 21</td>
<td></td>
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<tr>
<td>March 6, 20</td>
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<tr>
<td>April 3, 17</td>
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<td>May 1, 15, 29</td>
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<td>June 12, 26</td>
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**Notes:**

1) 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.

2) Faculty who begin teaching more than two weeks after the official start of the term will receive fewer paychecks.

3) Student Development 10 and 11 instructors’ pay periods may begin later than those of other faculty members; for further information, contact the College Now Office at 718 368 5170.

**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: To calculate the gross amount of each check, Teachers should multiply the number of course hours they work during the term by their instructional rate of pay. For example, if you teach a 3-credit course, multiply 45 hours by your pay rate and divide the result by the number of checks per term to determine your salary for each payroll period. Those teaching ENG BW, ESL BW, MAT 01, MAT 03 or any 4-credit course, should multiply by 60 hours. SD 10/11 teachers should use 15 hours for each 1-credit course they teach.*


FACULTY DEVELOPMENT MEETINGS: Attendance at these meetings is a requirement of the College Now program. Faculty Development will be compensated via the new PSC contract. For further information, please visit the website at https://psc-cuny.org/Contract2019.

FINAL PAYCHECK OF THE SEMESTER: The Director of the Collaborative Programs office is required to certify the receipt of final grades, roll-books, required Assessment Data Forms (for ENG BW, ESL BW, MAT 01, HUM 1, SCI 1), final exams, sample exams and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck. In accordance with college policy, these documents must be returned to your program coordinator no more than 72 hours after the final exam. The program coordinator must submit the final grade packets to the Kingsborough College Now office to complete the certification process.

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 me at (718) 368-5170 before you contact any other office on campus. In my 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.