First Annual Employee of the Month Celebratory Luncheon

On November 16, 2018, the Culinary Department hosted Kingsborough Community College’s first annual Employee of the Month Celebratory Luncheon in the Ocean View dining room. The inaugural year honorees are:

NOVEMBER 2017
Michael Gutstein, Military & Veterans Affairs

DECEMBER 2017
Illeana Viquez, Campus Planning & Design

JANUARY 2018
Peter Santiago, Access-Ability Services
A great time was had by all. Speakers included President Claudia V. Schrader, Vice President for Finance & Administration Eduardo Rios, and the Employee of the Month Chairman, John Aaron. Honoree Judith Cohen gave thanks on behalf of the 2017/2018 recipients.

**Employee of the Month Recipients**

Let us congratulate the employee of the month recipients:

**NOVEMBER 2018**
Erika Delacruz, Office of Collaborative Programs

**DECEMBER 2018**
Mary Jane Blauvelt, Department of Biological Sciences

**JANUARY 2019**
Patricia Mead, Department of Business

**FEBRUARY 2019**
Joanne Oliveri, The Women’s Center

**MARCH 2019**
Kimberly Burke, Buildings and Grounds

**APRIL 2019**
Rosanne Scalise, Office of Human Resources
## Payroll Information

### Adjunct
#### Summer 2019
#### Payroll Dates

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### Continuing Ed Teacher
#### Summer 2019
#### Payroll Dates

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<th>Class Schedule</th>
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<td>Faculty assigned to ESL and HSE codes</td>
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<td>6/25/19 - 8/15/19</td>
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<td>Faculty assigned to HSE-70 codes</td>
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<td>6/24/19 - 8/7/19</td>
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<td>Faculty assigned to CFK codes</td>
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Friendly Reminder!

It is essential that all required paperwork (i.e. teaching schedules) be submitted to your department on schedule in order to be paid on time. It is required that I-9 documentation (i.e. proof of identification) and completed tax withholding forms be submitted to the Human Resources Office within three days of starting to work. Please be aware that the Human Resources Office is unable to place an employee on the New York City Payroll Management System (PMS) if the employee has not presented an original Social Security card.

Our ability to adhere to payroll schedules for instructional hourly faculty including Continuing Education teachers is dependent upon receipt of Personnel Data Forms (PDF’s) and/or applicable timesheets from either the Office of Academic Affairs & Provost or the Office of Continuing Education prior to predetermined payroll submission deadlines. If the PDF’s are not received in the Human Resources Office by the designated deadlines, then the first paydate of employees will, unfortunately, be delayed.

Have You Checked Your Pay Stub Lately?

When was the last time you’ve checked your pay stub? Are all of your deductions accounted for? It is very important to check your pay stub frequently to ensure all deductions are present. Do you have a TDA with TIAA-CREF or the 457 NYSDCP? Have you checked your statement to make sure your contributions are in your account? If not, contact Detrice McPhatter at 6525. There could be a problem with the City Payroll, or in some instances, the University Benefit Office would need to be notified to correct the situation.

Friendly Reminder!

Just a friendly reminder to return all timesheets to the Human Resources office when due. Make sure they are filled-in COMPLETELY. Don’t forget your signature as well as your supervisor’s. HEO’S: Must submit time sheets the Monday after the pay day. Civil Service Staff: Timesheets are due on Monday by 12pm.

Upcoming Events

- Soca Fitness Classes each Wednesday now through May 29, 2019
  Gym (G107) | 12:50pm - 1:50pm

Notable Past Events

- Employee Benefits/Wellness Fair
  April 17, 2019 | The Lighthouse | 12:00pm - 3:00pm
New Representative for TIAA

Kingsborough Community College has a new TIAA representative. His name is Andrew Morales and he can be reached at 800-732-8353 for scheduling a one-on-one session. You may also schedule an appointment by registering at www.tiia.org/schedulenow

Kingsborough is Smoke - Free

Kingsborough Community College is a smoke free campus.

The use of tobacco under CUNY’s jurisdiction on all grounds and facilities, both indoor and outdoor, including locations such as playing fields, entrances and exits to buildings, and parking lots are prohibited.

Here is a list of smoking cessation resources if you would like assistance in quitting.

Register to Attend a Health Benefit Seminar

The NYC Health Benefits Program has two seminars that will provide you with health insurance information for active and retiring employees.

- Transition to retiree health benefits seminar: Learn steps involved in transitioning from employee to retiree. Includes a Q&A session after the seminar. Visit: https://bit.ly/2wgTlHP

- Health Benefits for Active employees: Understand the current health insurance choices and other tax favored plans. Visit: https://bit.ly/2Lg7334
Kingsborough is Smoke-Free (continued)

- CUNY WORK/LIFE PROGRAM
  All CUNY faculty and staff and their family members are covered within the CUNY Work/Life Program - a voluntary, free, and confidential benefit administered by Deer Oaks. Deer Oaks has a team of experienced counselors available around the clock to help assess needs and clarify options on an array of daily-life issues. Please call 855. 492. 3633 or visit www.deeroaks.com

- EMPLOYEE SMOKING CESSATION PROGRAM (ESCAPE)
  All CUNY employees are eligible for the city-administered Employee Smoking Cessation Program (ESCAPE). Available at no charge, this program is a personalized and confidential service to meet the needs of eligible New York City employees who would like to quit smoking. Support is provided by experienced Tobacco Treatment Specialists in person or by phone. For further Information, please call 212. 676. 2393 for an appointment, and/or visit the website at: https://on.nyc.gov/2BBtFM9

- NEW YORK CITY - 311
  New York City provides an array of free or low-cost programs and resources to assist with smoking cessation. For more information call 311.

- NYS SMOKER’S QUIT LINE
  Tel: 866. 697. 8487 or Web: www.nysmokefree.com and www.nyc.gov/apps/311.
  New York State and New York City offers assistance to help people quit smoking. You can talk to a Quit Coach, receive a free starter kit of nicotine patches or gum, or visit the City’s Quit Smoking clinics to receive supportive counseling and medication to help quit smoking. Services are provided at little or no cost.

  For more information please contact Detrice McPhatter at: 718. 368. 6525 or email: dmcphatter@kbcc.cuny.edu

RX coverage with PSC and DC 37

Please see the links below for a formulary list of drugs that are covered under your prescription plan.

PSC-CUNY Welfare Fund Members:

DC 37 Members:
https://bit.ly/2wFUaMy

You will have to register at the site to obtain a list of covered medications.
Wage Works commuter plan is changing to Edenred. Please contact Detrice McPhatter at: 718. 368. 6525 or email: dmcphatter@kbcc.cuny.edu for details about the plan or enrollment.

GHI covers Chantix. This is a prescribed medication to assist in the aid to stop smoking.

Rina Yarmish invited Mickie Driscoll to the PSC Chapter Chair meeting that took place on March 29. The Human Resources department helped with coordinating TIAA to be present and the meeting was successful.

Are your beneficiaries up to date? If you believe updates are needed, please contact the vendor for making changes.

Notable Mentions from Human Resources

KCC Latest Staff Members

We would like to welcome Kingsborough Community College’s latest staff members!

**OFFICE OF THE PRESIDENT**
Jennifer James
Michael Valente

**OFFICE OF BUSINESS MANAGER**
Crystal Rivera

**OFFICE OF COMMUNICATIONS & MARKETING**
Tonya Collins
Cheryl Todmann

**OFFICE OF INFORMATION TECHNOLOGY SERVICES**
Christopher Khaleel
Duckens Michel
John Rua

**ACADEMIC AFFAIRS**
Nicholas Cromie

**ACCELERATED STUDY IN ASSOCIATE PROGRAM**
Arwa Alhoribi
Agnes Williams

**ADMISSIONS INFORMATION CENTER**
Olivine Dixon
Do You Know that if you are a Full Time Faculty, ECP or HEO, and are planning to retire, Human Resources requires an Application for Retirement Leave of Absence (Travia)? Visit: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/benefits/Travia-Form-3-9-16.pdf

Do You Know that anyone preparing to separate from the College, Human Resources requires a Separation Form and Exit Questionaire?

Instructional: https://www.kbcc.cuny.edu/humanresources/Documents/Instructional%20Employee%20Separation%20Form.pdf
Non-Instructional: https://www.kbcc.cuny.edu/humanresources/Documents/Non-Instructional%20Employee%20Separation%20Form.pdf
Exit Questionaire: https://www.kbcc.cuny.edu/humanresources/Documents/Exit%20Questionnaire.pdf

Do You Know that Human Resources must be notified of any address changes?

Instructional: https://www.kbcc.cuny.edu/humanresources/Documents/ADDRESSCHANGEINSTRUCTIONALSTAFF.pdf
Non-Instructional: https://www.kbcc.cuny.edu/humanresources/Documents/ADDRESSCHANGENON-INSTRUCTIONALSTAFF.pdf

* You are responsible for contacting appropriate pension systems directly.

Do You Know that you can apply for Reasonable Accommodation Requests?

Request Form: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/RequestForReasonableAccommodation-12.16.pdf
HCP Form: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/HCP-ReasonableAccommodationForm-12-16.pdf

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**BUILDINGS AND GROUNDS**
Bruno Andolfo
Debbie-Ann Campbell
Daniel Caronna
Joseph D’Amico
Dante Lestrade

**COLLEGE ADVANCEMENT**
Sharon Blaggrove
Irina Vayner

**FINANCIAL AID**
Marine Avanesyan
Melissa Knight
Ruben Landaverde

**ENROLLMENT MANAGEMENT**
Lisa Klugewicz
Rudolf Muradov
Rubina Rattani
Andrew Schiavoni

**DEPARTMENT OF BEHAVIORAL SCIENCES & HUMAN SERVICES**
Tanzia Ahmed
Jeremy Sawyer

**DEPARTMENT OF COMMUNICATIONS & PERFORMING ARTS**
Jessica Corbin
Bryan Powers

**DEPARTMENT OF NURSING**
Joan Zaloom

**LIBRARY**
Jeffrey Delgado
Valeria Selezneva