

# HR Connect

March 2015 Issue

## The Graduate Center Office of Human Resources

Dear GC Community,

Welcome to the first issue of *HR Connect*.

*HR Connect* shares with you important announcements and upcoming events related to The Graduate Center and CUNY life.

### Upcoming Events

#### HR Open House

We are pleased to announce the first open house at the Office of Human Resources on **April 22, 2015, from 10am to 4pm**. Come visit the HR team and bring any questions. An appointment is not necessary.

#### Employee Recognition Ceremony 2015 (The Graduate Center Staff Only)

The 23<sup>rd</sup> Annual Employee Recognition Ceremony will be on Wednesday, May 6, 2015. To nominate a colleague for Outstanding Achievement and/or Employee of the Year (except Teaching Faculty and Executive Pay Plan members), please complete the [nomination form](#) and return it to Ella Kiselyuk, Executive Director of HR, no later than **March 27, 2015**.



### Upcoming Events

#### March 20

CUNY Faculty Diversity and Inclusion Conference

#### March 22

MTA Fare Increase in Effect  
(Details on page 3)

#### March 27

Nominations are due for Employee Recognition Ceremony 2015  
(The Graduate Center Staff Only)

#### April 3

Multiple Position Report is due  
(Full-time Faculty Only)

#### April 22

HR Open House  
10am-4pm

#### May 6

Employee Recognition Ceremony  
(The Graduate Center Staff Only)



## [New HR Initiatives](#)

### **Online Tool for Managers**

We are excited to introduce a resource tool for supervisors and managers which includes employment policies and procedures. Please visit our HR website and click on the "[Manager Resources](#)" box in the lower right hand to request access to the tool.

### **HR Website Upgrade**

We are in the process of upgrading the HR website. We anticipate launching it later this month.

### **New Time Sheet System Introduced to Classified Managerial Staff**

We recently welcomed members of the classified managerial staff to time and leave self-service in Banner.

## [CUNY Policy and Procedure Updates](#)

### **Updated Sexual Harassment Policy Effective January 1, 2015**

Please review the updated Sexual Harassment Policy [here](#).

### **Updated Equal Opportunity and Non-Discrimination Policy Effective January 1, 2015**

Please review the updated Equal Opportunity and Non-Discrimination Policy [here](#).

### **MTA Fare Increase Effective March 22, 2015**

The MTA approved a series of fare increases that will go into effect on Sunday, March 22, 2015. The approved 25 cents increase will raise the base fare from \$2.50 to \$2.75 for the subway, bus and MTA Staten Island Railway. These increases affect the MetroCard (30-Day Unlimited and Pay-Per-Ride), Access-a-Ride, Long Island Railroad and Metro-North Railroad.

Information about the fare increase can be found at:

<http://web.mta.info/mta/news/hearings/2015FareTolls/>

To increase your payroll deduction and maximize your benefit given the new fare rate, to enroll, to suspend payroll deductions or to discontinue enrollment in the Commuter Benefits Programs, you must download an enrollment form from the [CUNY website](#) and submit it to the Graduate Center's Office of Human Resources.

### **Overview of WageWorks (Commuter Benefits Program)**

WageWorks is a Commuter Benefits Program which allows you to save money on your commute. When you sign up, you receive a personal commuter account funded on a pre-tax basis through payroll deductions from your pay. Because the deductions reduce your payroll withholding taxes and provide you with tax-free funds to pay your expenses you can save as much as 40% off the cost of your commute through the program. If interested, please enroll by visiting <http://www.cuny.edu/about/administration/offices/ohrm/university-benefits/transit-benefit.html>.

### **Tax Deferred Annuity (TDA) Program**

A reminder that a tax-deferred annuity (TDA) program is available. With the TDA program, staff may elect to put aside a percentage of their salaries to supplement retirement savings. Your TDA contributions are deducted biweekly from your paycheck on a pre-tax basis, allowing you to reduce your current federal and NY State income taxes. More details are available [here](#). If you have any questions about the program, email our benefits team at [ISHR@gc.cuny.edu](mailto:ISHR@gc.cuny.edu).

## [Important Reminders](#)

### **Multiple Position Report is Due April 3, 2015 (Full-time Faculty Only)**

The University policy mandates **full-time faculty** to disclose certain information related to the performance of their duties and responsibilities. Please read the memo and complete the form [here](#). The form must be submitted to your Executive Officer as soon as possible. The Executive Officers must submit all forms and the multiple position report for their department to the Graduate Center's Office of Human Resources no later than April 3, 2015.

### **Classified Managerial and Civil Services Annual Evaluations**

Classified managerial and civil service annual evaluations will be distributed to the departments in April 2015 and must be returned to the Office of Human Resources no later than **June 1, 2015**.

*If you have any questions/comments, please contact the HR team via phone (212-817-7700) or email ([hr@gc.cuny.edu](mailto:hr@gc.cuny.edu)).*