
HR Connect

March 2021 (19th Issue)

The Graduate Center Office of Human Resources

Dear Faculty and Staff,

We hope the Spring semester has proven to be an enjoyable and rewarding one thus far.

The Office of Human Resources (OHR) is pleased to present the Spring 2021 edition of HR Connect. With so many changes and initiatives in motion at the GC, and CUNY wide, this edition should enlighten, and bring our community up to speed on what is happening in OHR and at the GC.

Remember to check your current vaccine eligibility status and schedule your vaccination appointment at <https://vax4nyc.nyc.gov/patient/s/>

Please feel free to share feedback on HR Connect via hr@gc.cuny.edu.

Be safe and well.

David Boxill
Executive Director of Human Resources



Upcoming Events

April 5-9

Leadership Academy Week

April 15-16

CUNY Faculty Diversity and Inclusion Conference

April 16

Annual evaluations for Adjuncts are due

April 21

Annual evaluations for Research Assistants and Associates, and Research Faculty are due

April 22

Take Your Child to Work Day (Virtual Event)

April

CUNY Disability Awareness Month

May 7

Annual evaluations for College Assistants are due

May 31

Memorial Day holiday is observed

July 30

Workplace Violence & Employee Sexual Interpersonal Violence Prevention Trainings must be completed for 2020-2021 academic year

Benefits

Paid Family Leave (PFL)

New York State Paid Family Leave Benefits (PFL) are available for certain classified staff titles and PSC members through Collective Bargaining Agreements. PFL is an employee-funded insurance policy that provides job protected, paid time off to:

- Bond with a newly born, adopted or fostered child;
- Care for a family member with a serious health condition;
- Assist loved ones when a family member is deployed in a foreign country on active military service.

Employees will pay for these benefits through a small weekly payroll deduction, which is a percentage of their weekly wages up to a cap set annually.

Additional information and forms are available on the [CUNY website](#). Questions should be directed to hr@gc.cuny.edu. You may also contact your union for guidance.

New York State Deferred Compensation

CUNY faculty and staff may participate in the New York State Deferred Compensation Program in addition to their supplemental retirement annuity or tax deferred annuity accounts. Due to the COVID-19 pandemic, plan representatives are unable to meet with employees in person. If you would like to learn more about the program and how it can help you save for retirement, please visit the website www.nysdcp.com. Educational online workshops on a variety of topics are also offered. To review and register for a workshop, [click here](#).

Enroll in a 529 College Savings Plan

If you wish to learn the basics about the New York State College Savings Plan including eligibility and advantages of investing in an account for your child, grandchild, yourself or other loved ones, please visit the website www.nysaves.org. The program continues to host webinars on the **first Wednesday of every month** at 12 pm. Employees must register in advance for the webinar [here](#).

Enhanced Online Services for NYCERS Members

NYCERS members can now register for their new MyNYCERS account. By registering on their enhanced website at www.mynycers.org, NYCERS members can submit additional forms online from the comfort and safety of their home, including:

- Service Retirement and Option Election
- Beneficiary
- Refunds
- Direct Deposit (EFT; pension payments, loans, refunds)

Loans, Buyback, Change of Address, and Tax Withholding forms continue to be available online.

New York City employees who are eligible for NYCERS membership and have not yet joined can now submit a NYCERS Membership Application online.

We encourage you to register at www.mynycers.org and try out the new features. Please periodically check the NYCERS website at www.nycers.org for further service updates.

Updates

Search for the Next GC Provost

The GC has started a national search for a Provost and Senior Vice President to lead academic affairs as Interim Provost, Julia Wrigley, intends to return to her faculty position. To view the full job description, visit [CUNY's website](#). Nominations for candidates can be submitted via the [2021 Provost Search page](#). Inquiries should be directed to provostsearch@gc.cuny.edu.

HR Assist (Online Timekeeping System)

OHR's Time & Leave Unit is pleased to announce the on-schedule completion of phase one rollout of HR Assist for ECPs appointed at The Graduate Center, Newmark School of Journalism (SOJ) and Macaulay Honors College (MHC).

Key highlights for users of HR Assist are:

- Bi-weekly online timesheets
- Access to “real time” leave balances
- List of missing timesheets
- Detailed leave history report
- Online leave request submittal and approval process flow
- Scheduled and automated email reminders of submission deadlines and missing timesheets

In accordance with the CUNY’s ECP Furlough Guidelines, the furlough leave code was added to HR Assist and a report to track furlough days has been created.

Phase two implementation of HR Assist for the next employee group(s) is in a testing period.

Qualtrics 360 Surveys

OHR is pleased to introduce Qualtrics XM Surveying tools (Qualtrics). Qualtrics is a data driven resource to engage employees and solicit information via 360 Feedback Surveys and Customer Satisfaction Surveys. Surveys are customizable and aggregated data can be presented in various formats. Qualtrics will support the GC, SOJ, and MHC in arriving at data driven and informed decisions. Feel free to contact OHR at hr@gc.cuny.edu for more information, and to request a demo and/or access-

Virtual Drop-off Service (VDS)

In collaboration with the IT department, OHR has implemented a file drop-off system that allows current GC employees to upload digital documents securely from a web-portal for processing by OHR. When employees upload digital documents within VDS, OHR staff will automatically be notified via email alerts. Submitted documents will be securely retained in an electronic database under the employee’s name.

Employees may submit PDF documents securely from any browser by going to the [OHR Web Page](#) and clicking on the "HR Virtual Drop-Off Service" tab located on the upper right-hand side of the screen. To log in, use your current GC network information (same credentials you use to access your GC email). Instructions on how to upload a document can be found on the [VDS Web Page](#).

Upcoming Events

April is CUNY Disability Awareness Month

Throughout the month of April, the Office of Compliance and Diversity, in collaboration with the Office of Student Affairs and OHR, will be offering workshops and information sessions for students, faculty and staff for building awareness around disabilities. Stay tuned for more information about the calendar of events and registration details, which will be posted on the [Office of Compliance and Diversity's website](#).

Leadership Academy Week (Virtual Event)

OHR will host Leadership Academy Week from April 5th through April 9th. To register for sessions, [click here](#). Please register by [April 1st](#).



Intro: Leadership Academy is a strategic initiative aimed at engaging, educating and developing current and up-and-coming leaders. A robust portfolio of trainings and workshops will be facilitated by representatives from the Office of Human Resources (OHR) and collaborating institutions. Each training/workshop will serve as a catalyst in enhancing leadership competencies to support the college's mission and foster an inclusive and productive work environment/community.



Duration: Each training/workshop will run for one to two hours. Register [here](#) by April 1st.



Target Audience: Open to current, and up-and-coming supervisors, managers, directors and executives at the Graduate Center, Macaulay Honors College and the Craig Newmark Graduate School of Journalism. Each attendee will receive a certificate of completion for each workshop attended.

ROADMAP TO LEADERSHIP



CUNY Faculty Diversity & Inclusion Conference

CUNY will be holding its fifth biennial CUNY Faculty Diversity and Inclusion Conference on April 15-16th and the theme is *The Power of An Antiracist Academy: Reimagining Systems & Structures*. The conference will include presentations by faculty, staff, and students. The agenda for the conference can be found [here](#) and you may register for sessions [here](#).

Take Your Child to Work Day (Virtual Event)

OHR's annual "Take Our Child to Work Day" is going virtual this year and will take place on Thursday, April 22nd. Stay tuned for more information.



Reminders

Annual Evaluations

Annual evaluations for **HEO series** employees were due in February. Supervisors who have not completed an evaluation for their staff in HEO Series titles should complete and submit their staff's evaluations to ishr@gc.cuny.edu as soon as possible.

Annual evaluations for **College Assistants** were sent to supervisors on March 12th and must be returned to April Stuckey, College Assistant Coordinator, at astuckey@gc.cuny.edu by **May 7th**.

Annual evaluations and observations for **Teaching Adjuncts** are due on **April 16th**. Annual evaluations for **Non-teaching Adjuncts** are also due on **April 16th**.

Annual evaluations for **Research Assistants and Associates**, and **Research Faculty** are due by **April 21st**. Completed evaluations should be returned to ishr@gc.cuny.edu.

Annual evaluations for full-time **classified employees** will be distributed in July.

Workplace Violence (WPV) & Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) Completion

This is a reminder that all employees are required to complete the annual Workplace Violence (WPV) and the Employee Sexual Interpersonal Violence Prevention and Response Course (ESPARC) trainings. Please complete the trainings via [CUNY Blackboard](#) by **July 30th** for the 2020-2021 academic year. You may attend a live virtual ESPARC training instead of the online training course for which you will receive credit. The training will be offered three times a month in April, May, and June. Register for a live training session [here](#).

Please contact hr@gc.cuny.edu with any questions you may have.

2021 Holiday Schedule

The 2021 holiday schedule is available [here](#).

If you have any questions/comments, please contact the HR team at hr@gc.cuny.edu.

For more specific inquiries, please contact the appropriate team member from our [HR Directory](#).

In Remembrance of...

Frances Degen Horowitz, former GC President; Fernando Rodriguez, Campus Security Assistant; and Morris Dickstein, Distinguished Professor for the PhD Program in English. Deepest condolences to their families.