



From the Office of Human Resources

June 21, 2021

Human Resources Monthly: June 2021

Dear Colleagues,

Thoughts of our recent [Virtual Employee Recognition Ceremony](#) bring back happy memories. It was an absolute delight to come together and celebrate the talent, hard work, and dedication of Baruch College's staff, particularly during this unprecedented time.

This year's ceremony, held on Tuesday, June 8, was unique in many ways. For the first time, it was celebrated virtually and honored two "class years" of staff celebrating service anniversaries for the years 2020 and 2021. In total, more than 300 members of Baruch's staff from 13 divisions and offices were honored, more than 100 staff members celebrated service anniversaries, and 20 individuals were selected for Excellence Awards. In recognition of 15 months of extraordinary challenge, sacrifice, and hardship, the 2021 ceremony included a special video tribute to Baruch's nearly 200 essential workers, who remained stalwart on the frontlines of the global pandemic.

The event's jovial atmosphere and sense of camaraderie reconfirm for me that we are better together.

Employee Recognition Ceremony

Congratulations to Our Colleagues!

- Relive the experience and [watch the 2021 Virtual Employee Recognition Ceremony](#) in its entirety.
- Review the keepsake [2021 Virtual Employee Recognition Ceremony Program](#) booklet.
- Read President S. David Wu announcement, [2021 Baruch College Excellence Award Winners: Honoring Staff](#).
- The Office of Human Resources (OHR) would also like to congratulate our own Robert Gerl, CUNY administrative assistant, for his 10 years of service!

Baruch Forward: Safe Campus Reopening

Return to In-Person Work on August 2

Chancellor Félix Matos Rodríguez [announced](#) that staff will return to campus for in-person work starting the week of August 2. The College is permitted to allow flexible work schedules pursuant to CUNY policy (as detailed [here](#)), and managers will work with their employees to create work schedules, including remote work arrangements.

Supervisors must submit their schedules by Thursday, July 1. Employees who require an ADA accommodation should complete and submit [the form](#) to Human Resources at human.resources@baruch.cuny.edu with the subject line ADA Request. **ADA Requests should be returned by Thursday, July 8.**

Full-Time Timekeeping Updates

Annual Leave 2021 Extension Notification

CUNY has [approved extensions](#) for annual leave balances for PSC, ECP, Classified Managers, and excluded and unrepresented staff: for the annual leave year ending on August 31, 2021.

Access HRAssist Via Baruch's VPN

In order to access HRAssist—Baruch's full-time leave system—from home, employees must sign on to the College's virtual private network (VPN). For setup instructions, [click here](#). Please note: Employees accessing HRAssist from their office computer will not be required to go through VPN. Questions? Contact the [BCTC Help Desk](#).

Go Paperless with NYS Payroll Online

On your pay stub, you may have seen a message to “go paperless” with a link to psonline.osc.ny.gov. This paperless option is not currently available to CUNY employees, but CUNY is working with New York State (NYS) Payroll Online on this preference.

PSC Salary Increases

CUNY is preparing for the PSC salary increases retroactive to November 15, 2020; the target pay date for these retroactive increases is October 7, 2021 for NYS-funded employees. The retroactivity will cover the following PSC contractual increases:

- November 15, 2020 – two percent (2%) across the board
- January 1, 2021 – step increments will be increased to 11/15/20 rates
- July 1, 2021 – step increments will be increased to 11/15/20 rates

Additionally, for NYS-funded employees, the target pay date for the November 15, 2021 increases will be November 18, 2021.

Professional and Personal Support

CCA@Your Service, Employee Assistance Program

During this challenging time—with the issues of racial injustice, the continued effects of the global pandemic, and losses in the Baruch community—faculty and staff are reminded to take advantage of support resources from the College’s [Employee Assistance Program](#). Call 800-833-8707 or visit myccaonline.com and use company code CUNY.

Training and Development

Online Training to Support Students’ Emotional Well-Being

CUNY has adopted a free, online, interactive training, At-Risk for Faculty and Staff, to help you notice the signs of student distress, use techniques to discuss your concerns, and if necessary, refer students to appropriate resources. Visit [Kognito](#) to log in or create a new account, and use enrollment key: baruchcaruf. Contact Dr. Glenn Albright at glenn.albright@baruch.cuny.edu or Dr. Teresa Hurst at teresa.hurst@baruch.cuny.edu with any questions.

Expand Your Career: Higher Education Administration Master’s Program

Expand your career as a higher education administrator with a [graduate degree](#) at our Marxe School of Public and International Affairs. [Apply by July 1](#) for one of our remaining spots for Fall 2021. Baruch employees are eligible for **application fee and tuition waivers, and there is no GRE required to apply**. Join a dynamic learning community of full- and part-time students and increase your impact on the issues that you care about most in higher education. Admission staff, faculty, and current students are available to talk with you. [Apply today](#) and [reach out to us](#) with any questions.

CIS Technology Training: Webinar calendar, videos, and resources [here](#).

Wellness Corner: Additional webinars and resources available [here](#).

For the complete list of training and development resources, [click here](#).

Employee Perks

Visit OHR’s [Employee Perks page](#) for the complete list of offers and discounts, including the [T-Mobile Amplified Employee Program](#), the [T-Mobile Perks Program](#), and the [Plum Benefits: Summer Savings Flyer](#).

CUNY 2021-22 Holiday Calendar

To view the holiday calendar, [click here](#).

Here for You

Please continue to let OHR know how we can help. Email your questions and suggestions for future editions of this newsletter to human.resources@baruch.cuny.edu.

I wish you a happy and safe summer!

Andrea Caviness
Executive Director, Office of Human Resources

