



From the Office of **Human Resources**

Human Resources Monthly: May 2020

Resources to Support Your Health, Wellness, Finances & More

Dear Faculty and Staff,

We are now into our 56th day of distance learning and, for many of us, our ninth week of working from home, steps taken to keep our community safe in response to the coronavirus. It's been difficult and, for some, a terrible time. The Baruch Office of Human Resources (OHR) is here for you, endeavoring to answer your questions and address concerns in a timely manner.

In this month's newsletter, we share the latest information and resources and address some of the community's most frequently asked questions.

Friendly reminder: At this time, OHR is not accepting phone calls or faxes. Please contact us via email to individual members of the HR team or to human.resources@baruch.cuny.edu.

Financial Updates & Resources

Your Paycheck: Direct Deposit Recommended

The New York State Treasury began direct mailing of paychecks the week of March 23, 2020 to the address that appears on the paycheck. Please be advised that due to postal delays paychecks may be received well after the pay date. OHR encourages you to verify that the address on your paycheck is correct (e.g., the apartment number is displayed correctly) and update your address on CUNYfirst if you have moved. You may still sign up for direct deposit by submitting the form to human.resources@baruch.cuny.edu.

Payroll and Salary Information: View the latest updates on part-time payroll.

Flexible Spending Account (FSA) Updates

Dependent Child Care Assistance Program (DeCAP) participants can suspend their DeCAP deductions or lower their annual goal amount by submitting a request [here](#). Submit a letter online [here](#) or fax it to 877-290-6587. Upon return to work, DeCAP participants can resume their deductions by notifying the FSA program. Additionally, participants can submit a claim for any deductions already taken already this year with eligible claim dates.

Commuter Benefits Update: WageWorks -> Edenred

All WageWorks accounts closed on April 30. Effective May 1, 2020, WageWorks Parking, Commuter, and Transit Accounts are longer be available for use. However, any remaining balances in those accounts have not been lost. Pre-tax monies will be posted to your Edenred account at a later date to be determined. Post-tax monies will be returned to you directly from WageWorks. Please log in to your WageWorks account and verify that all information is up-to-date.

Connect with a TIAA Advisor: Schedule a meeting to speak with an advisor to discuss your retirement plan by phone or online. [Learn more.](#)

New York State Deferred Compensation Plan: Consultations can be arranged [here](#) or by phone at 614-854-4547.

Wellness Resources & Benefits Information

Citywide Learning & Development: This may be the perfect time to consider professional development. Review the latest offerings in The Online Learning Opportunities & Resource Guide, which includes *new* complimentary online training programs for “Leading and Working in a Virtual Environment.”

Wellness Resources from CUNY: From the University Benefits Office, find information and resources, including telemedicine options and mental health services. And don’t miss free online exercise classes, Monday through Saturday!

Family First Coronavirus Response Act (FFRCA) & Forms

On March 18, 2020, the Families First Coronavirus Response Act (FFCRA) was signed into law. Among other things, the FFCRA provides for Emergency Paid Sick Leave to employees affected by COVID-19.

All full-time and part-time employees are eligible for Emergency Paid Sick Leave if they are unable to work or telework because of any of the [6 Qualifying Reasons](#) listed below. Employees are eligible on their first day of employment; there is no waiting

period. An employee can take only two weeks of Emergency Paid Sick Leave for any combination of Qualifying Reasons from April 1, 2020 through December 31, 2020.

6 Qualifying Reasons that an Employee is Unable to Work or Telework

1. They are subject to a federal, state, or local quarantine order related to COVID-19;
2. They have been advised by a healthcare provider to self-quarantine related to COVID-19;
3. They are experiencing COVID-19 symptoms and are seeking a medical diagnosis;
4. They are caring for an individual subject to an order as described in Qualifying Reason #1 or self-quarantine as described in Qualifying Reason #2;
5. They are caring for their child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; *or*
6. They are experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Employees who are unable to work or telework for one of the Qualifying Reasons above will be entitled to two weeks of paid leave. The rate of pay for the two weeks will either be the employee's regular rate of pay or two-thirds the employee's regular rate.

To request benefits for these circumstances, employees must submit official forms. The Emergency Paid Sick Leave Attestation and Request Form and the Emergency Family Medical Leave Expansion Act Attestation and Request Form can be found on this webpage. Upon completion, employees should submit the appropriate form to human.resources@baruch.cuny.edu.

We're Listening

We welcome your questions and suggestions for future editions of *Human Resources Monthly*. Share them with us at human.resources@baruch.cuny.edu. On behalf of the entire Office of Human Resources, I extend hope that everyone in the College community stays safe and well.

Sincerely,

Andrea Caviness
Executive Director of Human Resources

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