



From the Office of **Human Resources**

November 23, 2021

Human Resources Monthly: November 2021

Dear Colleagues,

We in the Office of Human Resources are pleased to send you Thanksgiving greetings as we prepare to reconnect with family and friends throughout the upcoming holiday season. With the return to in-person gatherings, and all the preparations that go along with them, this can also be a stressful time. It is important to unplug from work, find time for yourself, and indulge in the things that help you relax. Below are some resources. Please stay safe in your travels and gatherings.

Resources for Your Wellness and Well-being

Holiday Stress Relief and Taming the Winter Blues

If the approaching holidays are stressing you out or the decrease in daylight is getting you down, see [Support for Holiday Stress](#) and [Taming the Winter Blues](#) for tips and suggestions on how to cope. Through the holidays and always, please remember to take advantage of resources available from the College's employee assistance program, CCA@Your Service. Call 800-833-8707 or visit myccaonline.com and use company code "CUNY."

WW (Weight Watchers Reimagined)

Employees, retirees, and benefit-eligible dependents can get more than half off WW membership fees to access the tools they need to lose weight and live life fully. Join by Friday, Dec. 31 and receive a free [Friends and Family Kit](#). Sign up at WW.com/us/NYC.

CUNY's Random Covid-19 Testing Begins

As part of the University's strategy to monitor and mitigate the spread of Covid-19, [CUNY will be randomly testing](#) vaccinated employees and students who are accessing CUNY facilities. If you are selected, you will receive an email from no-

reply@cleared4.org with instructions to be tested at a CUNY site within seven days. Testing is mandatory, and once you have completed the process, you will not be selected again until the entire pool of vaccinated individuals has been randomly tested.

Health Benefits and More

Deadline Approaching for Open Enrollment

Tuesday, Nov. 30, is the deadline to change your benefit elections and/or add or remove dependents for health and dental plans without a qualifying life event. Changes will become effective in January 2022. Visit the CUNY University Benefits Office [open enrollment webpage](#) and the [NYC Office of Labor Relations Health Benefit Program website](#) for more information.

Dental Plans

To make any changes to your PSC-CUNY Dental Plan, please submit a [PSC-CUNY Enrollment Form](#). For all other unions, please contact your welfare fund directly.

Catastrophic Sick Leave Bank Program

Administered centrally by the University's Office of Human Resources Management, the Catastrophic Sick Leave Bank (CSLB) is a pool of sick and annual leave voluntarily donated by full-time salaried employees for potential use as sick leave by eligible full-time employees who are also donors. [Learn more here](#).

Secure Document Uploads in CUNYfirst for Open Enrollment

This year, sensitive documents containing personal information can be uploaded in CUNYfirst through the Support Document Upload page. Read the [Secure Document Upload Guide](#) to learn more.

Go Paperless, Go Green

State employees can now view and update payroll information, manage tax withholdings, and opt out of receiving paper pay stubs. Request activation on CUNYfirst and visit the [New York State Online Payroll Services](#) to learn more.

OHR Is Here for You

We welcome you to visit [our Staff page](#) to connect a face to a name and understand our roles. While most of our services are provided remotely, if you need to see us in person, you can visit our office on the second floor of the Administration Building (135 East 22nd Street). And of course, you can email us with any questions or suggestions at human.resources@baruch.cuny.edu.

We look forward to hearing from you soon.

Best regards,

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