



Eugenio María de **Hostos Community College**
Of The City University of New York
500 Grand Concourse, Bronx, New York 10451
Human Resources Office- B-215
Phone (718) 518-6650
Fax (718) 518-6621



To: Vice Presidents

From: Shirley Shevach, Human Resources Director

Re: Retroactive Pay and New Contractual Salary

Date: January 23, 2017

Employees represented by PSC-CUNY and classified civil service employees will receive their retroactive payments and new contractual pay on January 27th, 2017. The following additional information should be communicated to your Department Chairs, Managers, and Supervisors:

- Retroactive pay and new contractual salary rates will be included in the bi-weekly paycheck of January 27, 2017. As usual, employees can pick up their checks or, for those who have direct deposit, can pick up their pay stubs in the Bursar's Office.
- Eligibility for retroactive pay is as follows:
 - o PSC-CUNY
If the employee (current or former) worked between April 20, 2012 and January 2017, the employee is eligible for retroactive pay for all work performed at CUNY during this period.
 - o Classified Civil Service
For most classified civil service employees (DC37), all work performed at CUNY during the contractual period of May 1, 2011 through May 1, 2016 is eligible for retroactive pay.
- Employees who worked in multiple jobs (pay classes) will receive separate paychecks.
- Checks and paystubs are available to be picked up at the Bursar's Office starting January 26, 2017, after 3PM. Hours will be extended for the Bursar's Office. During the period of January 26, 2017 to February 3, 2017, the Bursar's Office will be open as follows:
 - o January 26, 2017: 9:30 AM – 6:30 PM
 - o January 27, 2017: 8:30 AM – 5:00 PM
 - o January 30, 2017 through February 2, 2017: 9:00 AM – 6:30 PM
 - o February 3, 2017: 9:00 AM – 5:00 PM



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- The HR Department will also have extended hours from 8:30 AM – 6:30 PM during the period of January 27, 2017 to February 2, 2017.
- The HR Department has established the process for all related inquiries as follows:
 - o An inquiry form must be obtained from the HR Department and completed. The form must include the specific details of the inquiry.
 - o Alternatively, this form can be accessed on-line through the Hostos HR website and e-mailed to payinquiry@hostos.cuny.edu
 - o HR staff will respond to inquiries within 2 business days.
 - Checks for former Hostos employees including retirees, may only be picked up by the employee. For those retirees or former employees who are not able to pick up their payments, a letter requesting the mailing of their checks and a self-addressed stamped envelope should be sent to HR. If the employee has moved, a change of address form must be completed and submitted.
 - Refer to the attached CUNY Central Office FAQs for additional information and details. This memo, the FAQs, retroactive payment inquiry form, and employee information change form have been included on the Hostos website. The FAQs can also be accessed through the CUNY website.

c: Esther Rodriguez-Chardavoyne, Senior Vice President of Administration and Finance
Dolly Martinez, Assistant Vice President/Deputy to the President