

## **Guidelines for Paying CUNY and Other State Employees for Additional Work Supported by Non- Tax Levy Funds**

**Neither CUNY nor other New York State employees may be directly paid for services through college-held funds. Nor can full time State employees be paid directly through the Research Foundation except in the case of summer salary being charged directly to a grant. The employees may only be compensated through the payroll process through the hourly payroll. Those costs must then be reimbursed to the college and returned to the State as outlined below.**

### Step 1: Limitations and Multiple Positions

Adjuncts are limited to a maximum of 150 total hours per semester (including the summer) so additional activity must fit in the limit. Additional hours for full time faculty and Higher Education Officers are limited per CUNY's Multiple Position policy. Full time faculty are required to report this as non-teaching activity on their multiple position form. HEOs must may either teach one course per semester or take on a maximum of 75 non-teaching hours per semester however they must submit their multiple position for review and approval by HR before accepting the offer.

### Step 2: Offer Letter

Using the University approved template, prepare an offer letter indicating the nature of the title in which the person is being paid, date range of the assignment and the rate and total hours for which they are being paid. Only the appropriate non-teaching rank, title and rate may be used. The letter must be generated, signed and date before the first date of work.

### Step 3: Electronic Human Resource Action Form (EHRAF)

Once the signed offer letter is returned, prepare and submit an EHRAF for the employee. The EHRAF should be completed with the employee's full legal name. Only the appropriate non-teaching rank and title may be used. Be sure to select the appropriate department for the assignment. Please make a note in the comments about the external funding source that will reimburse the college.

### Step 4: Bi-Weekly Time Sheets

The employee will be paid based on the hours submitted on bi-weekly time sheets. The work is not considered completed until the last date of the assignment. Each time sheet requires the employee's signature, the supervisor's (for the particular assignment) and the Vice President's signature. Please refer to the Human Resources webpage (<http://www.jjay.cuny.edu/human-resources>) for the appropriate time sheet and the current bi-weekly submission schedule. Timesheets may not be submitted in advance nor will they be processed if they are missing any of these signatures noted above.

### Step 5: Payment to the Employee

These hours are payable through the hourly adjunct payroll. If the employee is full- time, this payment will not be added to their regular paycheck, but rather paid with a separate payroll check. I suggest that employees contact HR directly to establish direct deposit for the adjunct payroll if they have not done so already. If not, they will need to pick up these checks from the Bursar Office when it becomes available. You will need establish this authorization.

### Step 6: Reimbursement to the College

Submit the required forms to reimburse the college for the amount being paid to the employee. If the source of funding is a college-held account, contact the Accounting Office for guidance. If the funds are in the Research Foundation, you will need to contact the Office of the Advancement of Research (OAR) for the appropriate guidance on their process and requirements.