



Abraham Lincoln	International	New Utrecht	Spring Creek Community
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Sports Management
Brooklyn Studio	James Madison	New Visions HUM III	Susan E. Wagner
Channel View	John Dewey	New York Harbor	Staten Island Technical
Clara Barton	Kurt Hahn	Origins	Telecommunication
Cultural Academy	Leaders	Port Richmond	Tottenville
Curtis	Life Academy	Rachel Carson	UFT Charter
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petrides	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

Spring 2023

TO: College Now Faculty
FROM: Sari Schoenfeld, College Now Program
SUBJECT: Spring 2023 Payroll Information

As you are **tentatively** scheduled to teach/work this Spring, the following are the payroll dates for the Spring 2023 semester. Please note that there will be nine payroll dates for **most*** College Now Instructors and Administration this term:

March 3, 17, 31
April 14, 28
May 12, 26
June 9, 23

***Notes:**

- 1) If you do not receive your paycheck on the first pay date, please e-mail me and at sari.schoenfeld@kbcc.cuny.edu. I will respond to your concern via e-mail.
- 2) Faculty who begin teaching more than two weeks after the official start of the term will receive fewer paychecks.
- 3) Student Development 10 and 11 instructors' pay periods may begin later than those of other faculty members; for further information, contact us via email.

CHANGE OF NAME, ADDRESS OR OTHER PERTINENT INFORMATION: As a CUNY employee, your W2 statement, which includes both your College Now and DOE work, will be issued by Kingsborough Community College and forwarded to your address on file at the college. If any of your personal information has changed, including a change of address since last semester, notify College Now's Sari Schoenfeld by completing and emailing it to Sari.Schoenfeld@kbcc.cuny.edu, the College Now Change of Personal Information Form on page 3. Upon receipt of this form, Ms. Schoenfeld will forward an official Kingsborough Change of Personal Information form to you. If you have changed your name, you must bring this KCC form, your original marriage license, social security card and driver's license in your new name to the college's Office of Human Resources to complete this process.

CALCULATING YOUR PAY: To calculate the gross amount of each check, **Teachers** should multiply the number of course hours they work during the term by their instructional rate of pay.



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For example, if you teach a 3-credit course, multiply 45 hours by your pay rate and divide the result by the number of checks per term to determine your salary for each payroll period. Those teaching any 4-credit course, should multiply by 60 hours. In addition, for 3-credit and 4-credit courses, faculty receive an additional 15 hours for the office hour, as per the PSC contract. SD 10/11 teachers should use 15 hours for each 1-credit course they teach.*

FACULTY DEVELOPMENT MEETINGS: Attendance at these zoom meetings is a requirement of the College Now program. Faculty Development will be compensated via the new PSC contract. For further information, please visit the website at <https://psc-cuny.org/Contract2019>.

FINAL PAYCHECK OF THE SEMESTER: The Director of the Collaborative Programs office is required to certify the receipt of final grades, attendance/grade rosters, required Assessment Data Forms (for HUM 1, SCI 1), final sample exams, and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck. **In accordance with college policy, these documents must be returned to your program coordinator no more than 72 hours after the final exam. The program coordinator must submit the final grade packets to the Kingsborough College Now office to complete the certification process.**

FOR COLLEGE NOW WORK TO BE PENSIONABLE: It is our understanding that TRS Tier I members must work 45 hours per year for three or more years, not necessarily in consecutive order, and must be employed for 45 hours during their last year of full-time work. Different formulas exist for teachers in other tiers. We encourage you to contact TRS to confirm this policy.

PAYROLL QUESTIONS: If you have any questions about payroll at any time during the term, please email me at sari.schoenfeld@kbcc.cuny.edu or call the office at (718) 368-5170.



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CHANGE OF PERSONAL INFORMATION FORM
FOR
THE OFFICE OF COLLABORATIVE PROGRAMS

Directions: If any of the information below has changed since last semester:

1. Complete the form below and put a star (*) before the information that is new.
2. Email this form to the College Now Academic Program Coordinator, sari.schoenfeld@kbcc.cuny.edu
3. Upon receipt of this form, an official KCC Change of Personal Information Form will be forwarded to you for completion

Name: (Print) First _____ **Last** _____

School: _____

Home Address: _____

Home Telephone: _____

E-Mail Address: _____

Signature: _____

Date: _____

If you have changed your name, you must bring the form, your original marriage license, social security card and driver's license with your new name to the college's Office of Human Resources to complete this process.

paydatesSpring2023