

Human Resources News Letter

November 2024



HR Announcements



Open Enrollment/Transfer Period

The Open Enrollment/Transfer period for active employees will end on November 29th. This is the only time during the year when you can change your benefit elections, add or remove dependents for health, dental and flexible spending account plans without a "Qualifying Life Event."

Effective Jan 1, 2025 the Cigna plan will no longer be offered, anyone enrolled in the Cigna plan must choose a new health insurance option. Existing enrollees will not be grandfathered. Employees currently enrolled in Cigna will not be automatically transferred to a default plan and COBRA will not be offered upon termination of the Cigna plan.

Timesheets

Effective immediately all timesheets submitted to the HR Office must be signed by a supervisor. If the timesheet cannot be submitted electronically, a hardcopy must be signed and hand delivered to the HR Office. HEO's: Must submit timesheets the Monday after the pay day. Civil Service: Timesheets are due on Monday by 12noon.

Have You Checked Your Pay Stub Lately?

It is very important to check your pay stub frequently to ensure all deductions are present. Do you have a TDA with TIAA-CREF or the 457 NYSDCP? Have you checked your statement to make sure your contributions are in your account? If not, contact Detrice McPhatter at 6525, there could be a problem with the City Payroll. In some instances, the University Benefit Office would be notified to correct the situation. As a reminder you can access your paystubs using the NYCAPS ESS system. Please see the instructions below to access your account.



NYCAPS EMPLOYEE SELF-SERVICE ACCOUNT SET-UP INSTRUCTIONS & INFORMATION

FISA-OPA, CUNY Community College's HR and Payroll processing, is providing access to NYCAPS Employee Self-Service (ESS) for all employees on the New York City payroll. The NYCAPS ESS will enable CUNY's Community College employees to view fully-detailed paystubs online. Full paystubs will be available in NYCAPS ESS for the trailing 12 month period. Please follow the instructions below to set-up your Employee Self-Service (ESS) account in NYCAPS and to view your EStubs:

1. Open a new browser window and navigate to [My Paycheck Page](#) on NYC.gov.
2. Select Employee Self-Service (ESS) at the top of the page.
3. User ID:
 - This is your seven-digit City Employee ID # which can be found on your pay-stub.
4. Initial Password
 - Your initial password consists of the last two digits of your SSN, an (_) underscore, the first three letters of your birth month (must be all upper case), your birth day including the leading zero, and your birth year (i.e., the password for an employee with an SSN of XXX-XX-XX99 and a birth date of January 01, 1910 would be 99_JAN011910).
 - Note that if you have worked for a previous New York City agency in the past, this password logic may not allow you to login. In this case, please contact CUNY via email at University_Payroll_Security_Adm@cuny.edu and request a password reset.
 - If you encounter any other technical issues during initial login, please contact CUNY via email at University_Payroll_Security_Adm@cuny.edu.
5. Creation of New Password After Initial Login
 - Upon logging in for the first time, you will be asked to create a new password – this password must be at least 8 characters in length, containing at least one number.
 - You will also be asked to answer at least five out of ten security questions that will be used to reset forgotten passwords. If you encounter password issues in ESS, contact CUNY via email at University_Payroll_Security_Adm@cuny.edu.
 - Passwords expire every 90 days. Upon expiration, employees will be asked to create new passwords. New passwords must meet the criteria outlined above, and cannot be equal to any of the four previously-used passwords.
6. Access Your EStub
 - From the home screen, use the following path: Pay and Tax Information > View My Last Pay Stub

If you encounter issues with your account, such as incorrect personal and/or payroll information, please contact CUNY via email at University_Payroll_Security_Adm@cuny.edu.



WorkWell NYC Upcoming Events



November 14 @ 6 PM | World Diabetes Day Digital Dance Class

Did you know physical activity can reduce your risk of developing diabetes? To celebrate World Diabetes Day's 2024 theme of "Physical Well-Being," WorkWell NYC is hosting a digital dance class on November 14th at 6 PM that will motivate you to get more movement into your daily routine! | [Register Here](#)



November 19 @ 1 PM | In the Kitchen - Food is Medicine

The fridge is your pharmacy! Nutritious foods boast numerous beneficial properties that support good health. WorkWell NYC, in collaboration with Beautifully Fed Food, will be hosting a virtual cooking demo that highlights recipes that are not only flavorful and tasty but also include ingredients that supply a powerful punch of health benefits | [Register Here](#)



November 20 @ 12 PM | An Attitude of Gratitude

Research shows practicing gratitude can improve your health, interpersonal relationships, and life satisfaction! Learn about the science of gratitude and ways of developing this beneficial practice. [Register Here](#)



November 21 @ 1 PM | WeightWatchers Webinar: Maintaining Healthy Habits in a Season of Indulgence

The holidays are a time for celebration, but they can also be challenging for your well-being. Join WW Coaches Sophie Webb and Lisa Shaub for a free webinar, where we'll share simple strategies for staying balanced and feeling your best. From mindful eating to self-care and staying active, you'll get tips to enjoy the festive season while supporting your health. Don't miss it! | [Register Here](#)



Open Workshops | Dates and Times Vary

Did you know our open workshops calendar has workshops open to all City employees? This month's offerings include:

- [Ergonomics 101 Workshop](#) on November 12 (in collaboration with Mayor's Office)
- [Are You at Risk? The Facts About Preventing Diabetes](#) on November 12 (in collaboration with DYCD)
- [Click here to view the Open Workshops Calendar](#)