

CSI HR Newsletter Spring 2023

Human Resources



Step into Spring With Lunchtime Walks!

Let's enjoy the fresh air and relieve some stress! Join your colleagues for a lunch time walk on Tuesdays at 12:30 PM and/or Thursdays at 1:30 PM for the next 6 weeks, beginning on Tuesday, April 11, 2023, through Thursday, May 18th, 2023.

All who are interested can sign up by [clicking here](#).

We will meet by the flag poles outside 1P off Loop Road. Leaders from HR and/or the Verrazzano School will lead the group for a 2 mile walk around our beautiful campus twice a week (weather permitting).

There are no rules and you do not have to attend all 12 walks - or even finish a full walk - to participate! The goal is to relax and enjoy some time outside away from our desks, exploring our beautiful campus. Just show up and walk – whether it be 10 minutes, 20 minutes or the full 2 miles.

To make it fun, we will add an incentive! If you participate in 6 out of the 12 walks you will be entered into a drawing for a gift certificate. The drawing will take place on May 22, 2023.

We are looking forward to catching up with all of you!



Other HR News

Recruitment

To view Job Openings (CSI): [click here](#)

To view Job Openings (CUNY): [click here](#)

Current civil service exams: [click here](#)



The Deadline to complete the Workplace Violence Prevention (WVP) and the Employee Sexual Prevention and Response Course (ESPARC) compliance training is **May 31st, 2023**.

All employees are required to complete these annual compliance trainings. To access the trainings, employees must navigate to their Blackboard account and click on the courses which can be found under My Organization. Please submit certificates of completion and inquiries to: HRtraining@csi.cuny.edu

Adjunct Staff Corner

Remaining Spring 2023 Adjunct Pay Dates:

4/20/2023, 5/04/2023 and 5/18/2023.

Interested in learning more about rights and benefits for Part-time instructional staff? The PSC has produced several comprehensive pamphlets on rights and benefits that are available online by [clicking here](#).

Benefits Reminders

- Juggling your personal & professional life? The [CUNY Work/Life Program](#) can help and it's FREE to employees and their families. Use "cuny" for the Company Code. To view the monthly schedule for 2023 seminars, [click here](#).
- For **full-time** employees who submit a monthly timesheet, please submit timesheets in the first week of the month no later than the 7th of each month. Approved timesheets should be emailed to HRtimekeeping@csi.cuny.edu
- Verification letter requests should be emailed to Humanresources@csi.cuny.edu
- Requests for Duplicate W-2 should also be emailed to Humanresources@csi.cuny.edu.



NYS Payroll Online.

New York State Payroll Online (NYSPO) allows NYS employees to view and update payroll information, manage tax withholdings and opt out of receiving paper pay stubs and paper W2s

[Learn More](#)

Retirement

Retirement is one of the most important events we will experience. The process may seem daunting, and you may have many questions as you prepare for that chapter in your life. If you are considering retirement for the foreseeable future, reach out to Manuela.alongi@csi.cuny.edu.

Learn more about pre-retirement planning!



As part of CUNY's goal to offer a comprehensive benefits package that meets both the present and future needs of our employees and their families CUNY is happy to provide a wellness program to assist and support your ongoing health and well-being.

From competitive benefits to on-site wellness programs, we are pleased to provide resources to support you and your family's health and well-being

Learn More



Mindful Pause: Self massage

Friday, May 5 | 3 – 3:45 PM

Looking to destress? This self-massage workshop offers tension-relieving techniques to relax sore muscles, improve blood flow, and help release stress. Discuss and apply techniques with guided instruction.

[Register Here](#)



For general information, please call (718) 982 2379

For a full staff listing [click here](#)
