



Keisha Pottinger-Moore
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TO: The John Jay College Community
FROM: Keisha Pottinger-Moore, Director of Human Resources Operations
SUBJECT: Human Resources Virtual Walk-in Office
DATE: April 14, 2022

The Office of Human Resources is pleased to announced that you can now reach us virtually on Fridays from 11am – 1pm, **beginning Friday, April 13, 2022**. During the virtual walk-in sessions, you will be able to ask questions related to your benefits, paychecks, training, time and leave or employment. We will use a virtual breakout room to protect your privacy. Once you have registered, you will receive a confirmation email containing information about joining the meeting. Hope to see you there!

If you are not able to make it during that time you can [email us](#) or join us on [Microsoft Teams](#).

HR Virtual Office Hours:

Fridays- 11am to 1:00pm: [Register Here](#)

You will be admitted to the Zoom session on a first -come, first served basis. Registration is required

For general inquiries please contact us at askhr@jjay.cuny.edu

For timesheets, tax forms, and direct deposit inquiries- ONLY, please contact us at Askpayroll@jjay.cuny.edu

For information relating to Benefits, including Medical, Dental, and Vision, [Click Here](#). If you have any questions, please contact us at Benefits@jjay.cuny.edu.

Our goal is to answer your email inquiries with 2 business days.