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.