



# HR NEWSLETTER

## DID YOU KNOW

OCT 2025  
VOLUME 1

Welcome to *Did you Know* - a quarterly newsletter created by the Office of Human Resources (OHR) full of news, updates, and upcoming events to keep you informed, involved, and engaged!

As we continue to walk or run into the Fall 2025 semester, let's remember the mission that unites us: a community of motivated and intellectually committed individuals who explore justice in its many dimensions. We're excited to continue building a workplace that values connection, growth, and well-being. Thank you for being part of our journey and making our mission come alive each day!

Visit the OHR website for more [news and updates](#).

### BENEFITS FAIR

October 22, 2025

Explore, Learn, and Connect  
Student Dining Hall, East End-NB

### REMINDERS

Open Enrollment

November 1 - 30, 2025

- Enroll/Change or Waive insurance
- Add or drop dependents

### CUNYWORK IS COMING!

A new cloud-based system that will bring together HR and Finance into one platform is expected to be launched in January 2027.

[For more information click here.](#)



HR Newsletter Feedback Survey  
Scan QR Code Or [Click Here To Access](#)

### HIGHLIGHTS

[SUBMIT YOUR  
OUTSTANDING  
TIMEHSEETS](#)

[COMMUTER BENEFITS IS  
AVAILABLE TO  
ALL EMPLOYEES](#)

[FRAUD SCAM TARGETING  
PERSONNEL AND PAYROLL  
ACCOUNTS](#)

[MANDATORY COMPLIANCE  
TRAININGS](#)

[TOOLS AND TIPS FOR  
TELEWORKING](#)

[REDUCE YOUR TAXABLE  
INCOME BY  
PARTICIPATING IN THE TDA  
\(403B\), OR NYSDC \(457B\).  
DISCUSS TODAY!](#)



### The BeWell by CCA platform is live

We're excited to introduce BeWell by CCA, to replace myccaonline.com and make support even easier to access.

Go to [ccaplatform.com/go/cuny](https://ccaplatform.com/go/cuny) and enter your first name, an email address, and college to create an account.

Click on the following links to explore and access content to the Employee Assistance Program (EAP):

[What's a EAP?](#)

[Webinar: Navigating Social Media for Mental Wellness](#)

[Webinar: Conversations that Matter](#)

[Blog: Healthy Body, Healthy Mind](#)

[Video: Meditation for Anxiety](#)



### HR Hosts First Team Retreat

The Human Resources team recently held its first retreat under the leadership of Oswald Fraser. The retreat focused on strengthening team spirit, celebrating how HR works together as one, and creating space to connect outside of the workplace. It was a meaningful opportunity for the team to recharge, build connections, and share in some well-deserved fun. The experience left staff feeling more energized, motivated, and unified, setting a positive tone for the work ahead. With such a strong start, HR looks forward to making retreats a continued tradition.

## HR Staff Spotlight

Meet **Darlenes Sanchez**, Time and Leave Coordinator for Blue Collar (Facilities) & White-Collar and Skilled Trades full-time employees, who has been with John Jay since October 2019. Her day-to-day includes reviewing timesheets, payroll, resignations, audits, and maintaining records through spreadsheets and eTime. She enjoys the team support, laughter, and warm environment John Jay HR department has to offer. She finds it most rewarding to know she's making a difference, no matter how small, by helping others.

Her advice for those starting out: *"Don't be afraid to pivot and be open to different opportunities."* The best career advice she's received is to *"Always push your limits."*

Outside of work, she's a proud mom to a one-year-old and hopes to pursue her master's degree in the near future.

A few words her colleagues use to describe her: smart, funny, caring, hardworking, helpful, and thoughtful.





Down:

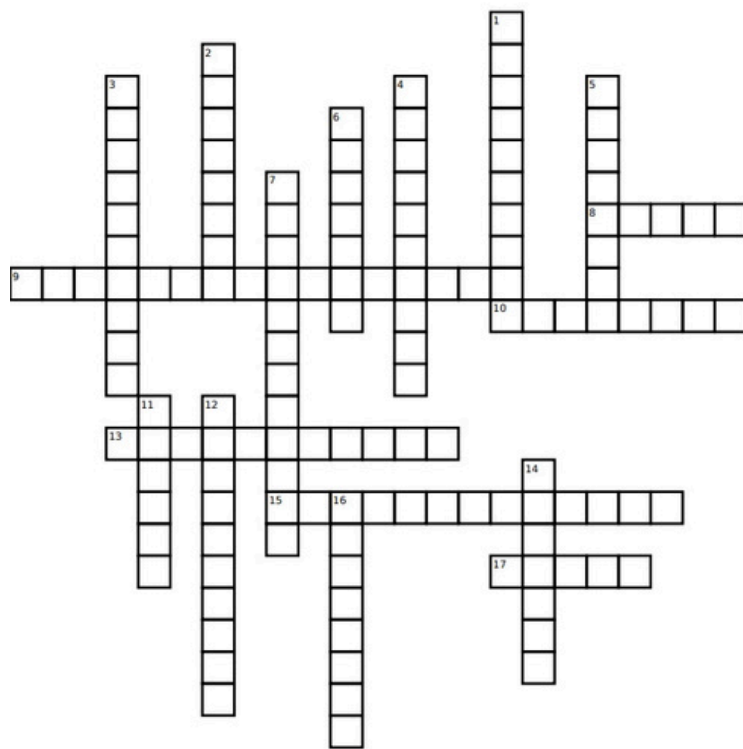
- 1.The state of having a job or being hired by an organization
- 2.Extra support provided by an employer, like health insurance or retirement plans
- 3.A condition that may affect how someone works and may require accommodations
- 4.The process of finding and hiring new employees
- 5.An online networking platform for careers and jobs
- 6.A part-time professor who teaches courses at the college
- 7.Behaving responsibly and skillfully in the workplace
- 11.A document that summarizes a person's work experience, education, and skills
- 12.Something fair, practical, and appropriate, often referring to a workplace
- 14.The process and system an organization uses to calculate and distribute employee pay, including wages, salaries, taxes, and deductions
16. Cloud based system replacing CUNYfirst in 2027

Across:

- 8.An electronic system used to record changes in an employee's status
- 9.The process of changing an employee's job title to better match their duties
- 10.Moving from one job, position, or department to another
- 13.Opportunities for employees to grow their skills and advance in their careers
- 15.Adjustments or modifications provided to help employees perform their job
- 17.A program recognizing CUNY employees for outstanding work

## Crossword Puzzle

Take a break and enjoy our crossword!  
Can you fill in every square?



[CHECK YOUR ANSWERS HERE](#)

## HR Team

Oswald Fraser-Assistant Vice President  
Keisha Pottinger-Moore-HR Director  
Ivette Rivera- Executive Coordinator

Toni Mason-Clarke-Associate Director of Payroll

✉ [askpayroll@jjay.cuny.edu](mailto:askpayroll@jjay.cuny.edu)

- Terencia Martin
- Juanita John-Philip
- Darlenes Sanchez
- Georgina Cruz
- Alexandria White
- Alexander Cooper

Faina Fradkin-Associate Director of Employment Services

✉ [askhr@jjay.cuny.edu](mailto:askhr@jjay.cuny.edu)

- Ephannidie Cesaire
- Sumaiya Mumu
- Katherine Paniagua
- Diana Rosario
- Allison Nunez

Heather Grant -Associate Director of Benefits & HRIS

✉ [Benefits@jjay.cuny.edu](mailto:Benefits@jjay.cuny.edu)

- Christina Lee
- Vivian Hernandez
- Aneesa Lesley
- Terrence McDale
- Anthony Fauci

## Frequently Asked Questions You Asked. We're Answering.

1. How do I access my paystub online?

[New York State Payroll Online](#)

2. When am I getting paid?

[ECP Payroll Schedule](#)

[Full Time Employees Payroll Schedule \(Non Civil Service\)](#)

[Full-Time Civil Service / Classified Staff Submission Schedule](#)

[CA - CET - NTA - CLT \(ALL PART - TIME\) Submission Schedule](#)

[Teaching Adjunct Pay Check Schedule](#)

3. Where do I send my direct deposit form and how do I change my direct deposit?

The **Direct Deposit form** is to be used for enrollment, changes, and cancellations. If you are e-mailing the completed form, password protect the form and e-mail to [Askpayroll@jjay.cuny.edu](mailto:Askpayroll@jjay.cuny.edu). The password should be sent in a separate e-mail. [Direct Deposit Form Instructions](#)

4. How do I access or reset my CUNYfirst password?

[CUNYFirst access and reset](#)

5. How do I change my 403B or ROTH Deduction?

Complete the [Salary Reduction Agreement \(SRA\)](#) and email to [benefits@jjay.cuny.edu](mailto:benefits@jjay.cuny.edu).

6. How many unscheduled holidays do I get every year?

[Employee Holiday and Annual Leave](#)

## CONNECT WITH US!

☎ (212) 237-8517    🌐 [WEBSITE](#)    🏠 [VIRTUAL OFFICE](#)



To activate your free LinkedIn Learning @ John Jay account, [click here](#).  
If your LinkedIn Learning @ John Jay account is already activated, [click here](#)