

**OFFICE OF HUMAN RESOURCES  
DAILY RESPONSIBILITIES DURING TELECOMMUTING  
AS OF MARCH 23, 2020**

**BUSINESS CONTINUITY PLAN**

<b>Area of Responsibility</b>	<b>Key Contact Personnel</b>	<b>Duties</b>	<b>Liaison</b>	<b>Comments</b>
<b>Payroll/Time and Leave</b>	Toni Mason-Clarke Terencia Martin Victor DeJesus Juanita John-Phillips	-Paycheck inquiries -Timesheets for: <ul style="list-style-type: none"> <li>• College Assistants</li> <li>• NTAs</li> <li>• Hourly Employees</li> <li>• Facilities</li> <li>• Public Safety</li> </ul>	Toni Mason-Clarke <a href="mailto:tmason-clarke@jjay.cuny.edu">tmason-clarke@jjay.cuny.edu</a>	All time sheets should be uploaded electronically to the Payroll inbox via <a href="mailto:Askpayroll@jjay.cuny.edu">Askpayroll@jjay.cuny.edu</a> ; copy Toni Mason-Clarke at <a href="mailto:tmason-clarke@jjay.cuny.edu">tmason-clarke@jjay.cuny.edu</a> with every electronic submission. If supervisors are unable to electronically sign time sheets, an email notification of approval to Ms. Mason-Clarke is sufficient. Payroll team will continue to access Payserv, EHRAF and Tumbleweed systems remotely.
<b>Benefits</b>	Keisha Pottinger-Moore Christina Lee Bria Bruce	-Benefits -FMLA actions -Changes in status/new enrollments, etc.	Keisha Pottinger-Moore <a href="mailto:kpottingermoore@jjay.cuny.edu">kpottingermoore@jjay.cuny.edu</a>	The benefits team will respond to all benefits-related inquiries remotely via the <a href="mailto:benefits@jjay.cuny.edu">benefits@jjay.cuny.edu</a> inbox. The team will remotely update Payserv/CF data as needed.
<b>Client Services/ Onboarding/ HRIS</b>	Jasmine Liz-Mora Sergine Louis Victoria Jordan Tamari Tevdoradze Faina Fradkin Aneesa Lesley	-Respond to AskHR inquiries -Process scanned onboarding paperwork, -EHRAFs, -Personnel actions -CUNYFirst entries	Jasmine Liz-Mora <a href="mailto:jliz-mora@jjay.cuny.edu">jliz-mora@jjay.cuny.edu</a>	The client services team will remotely monitor and respond to all employees' inquiries via <a href="mailto:AskHR@jjay.cuny.edu">AskHR@jjay.cuny.edu</a> . Onboarding and HRIS teams will remotely monitor all recruitment/personnel action activities including EHRAF, Payserv and CUNYfirst entries.

Any urgent matters should be referred to Ella Kiselyuk, Executive Director of Human Resources via email at [ekiselyuk@jjay.cuny.edu](mailto:ekiselyuk@jjay.cuny.edu).