

CSI HR Newsletter Fall 2023

Human Resources



Open Enrollment – 2023

The Fall 2023 Flexible Spending Accounts (FSA) Program Open Enrollment Period for Plan Year 2024 began on October 02, 2023 and ends on November 15, 2023, for an effective date of January 1, 2024.

The Fall 2023 Health Insurance Transfer Period (Open Enrollment) begins on November 1, 2023, and ends on November 30, 2023, with an effective date of January 1, 2024. During the open enrollment/transfer period for health plans, you may:

- transfer to another health plan.
- add or drop an optional rider.
- add or drop dependents, this is the only time that you can make changes in your dependent's status without a qualifying event.
- elect to waive your health coverage; or change your health premium tax status for MSC Premium.

Open Enrollment Virtual Seminar Day

There will be Open Enrollment virtual presentations Thursday on **November 02, 2023**.

These valuable presentations will include an overview and program highlights as well as a question-and-answer period. (Each presentation will be about 30 mins)

Morning Session 10AM-11:45AM

Emblem Health at 10AM
MetroPlus Health at 10:45AM
PSC-CUNY at 11:15AM

Afternoon Session 12:00-1:30PM

Emblem Health at 12:30PM
MetroPlus at 12:00PM
PSC-CUNY at 1:00PM

This zoom link will be the same for all presentations: [click here](#)

For more details on open enrollment (forms, procedures, who to contact etc) please [click here](#)



Other HR News and Important Reminders

Receive your 2023 W2 on time!

The New York Office of the State Comptroller is preparing for the processing and distribution of 2023 W-2 forms. To ensure delivery of your W-2 statement, Human

Resources must receive any changes to your current address used on your paycheck/advice by **Friday, November 17, 2023**.

Failure to provide Human Resources with your updated information could result in a delay in receipt of your W-2 form.

If you need to update your address, you may do so by utilizing the Employee Self-Service module in CUNYfirst. To do so, please log into CUNYfirst and use the following path: *CUNYfirst Home → Employee Self Service → Personal Details → Addresses*.

At this time of year with record updates, we strongly encourage all employees to review their emergency contact information. It is critical that we have accurate and up-to-date contact information in case of an emergency. Please check your Emergency Contacts and update as necessary. You can review and update them by logging into CUNYfirst and then use the following path: *CUNYfirst Home → Employee Self Service → Personal Details → Emergency Contacts*.

Did You Know?

By enrolling in New York State Payroll Online (NYSPO) you can view and print current and prior W-2s and get early access to your digital 2023 W-2 (up to 3 weeks earlier than the paper version). See below for more information.



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](#)



The deadline to complete the **Workplace Violence Prevention (WVP)** and the **Employee Sexual Prevention and Response Course (ESPARC)** and the **Gender-Based Violence Training compliance training** is **May 31st, 2024**

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



RESOURCES & SUPPORT
FOR EVERYDAY LIVING



CUNY Work/Life.

The CUNY Work/Life website offers employees hundreds of educational articles and monthly webinars on various topics.

These webinars are free to employees and their family members and are available [on-demand](#) starting on the third Tuesday of each month. The October 2023, webinar **Pause.Breathe.Resume** is available now. Log on to view it and learn how to notice our own thoughts

and how we react to them, and channel energy when handling challenges. Click the button below to go the CCA@yourservice website. Use "cuny" for the Company Code.

[Learn more](#)

Retirement - News, Campus Visits and more.

TIAA

The City University of New York in conjunction with **TIAA** offers **all CUNY employees** live and on demand financial webinars. These webinars are designed to help you better plan and manage your finances and pursue your long-term goals. They will give you strategies and tactics that can help you with your financial planning needs and help you boost your financial know-how. To register for a webinar [click here](#)

Additionally, TIAA Financial Consultant, Christian Hawkinson will be available for in person consultations by appointment only, on the following dates:

Date Time Location

Monday, Nov 13, 2023, 9:00 AM to 4:00 PM Room 1P - 116E

Monday, Dec 4, 2023, 9:00 AM to 4:00 PM Room 1P - 116E

RSVP today, as space is limited, and timeslots are filling up fast. Register for sessions at tiaa.org/schedulenow or by calling 800-732-8353, weekdays, 8 a.m. to 8 p.m. (ET).

NYCERS

NYCERS will be hosting the final **Comprehensive Pre-Retirement Planning Seminar for 2023 on Thursday, December 14**, from 9:00 am to 1:00 pm in partnership with the NYC Office of Labor Relations (Deferred Compensation & Retiree Health Insurance Plans) and the Social Security Administration.

Who is eligible to attend?

- **Tier 4 NYCERS members** enrolled in the 62/5, 55/25 and 57/5 Plans
- Who are currently eligible to retire or will be eligible to retire within the next 2 years based on the specific retirement requirements of their plan.
- **Tier 6 NYCERS members** in the 63/5 Plan
- Who are currently eligible to retire (age 63 or older with 5 or more years of credited service) or will be eligible to retire within the next 2 years (currently age 61 with 5 or more years of credited service).

To register you must RSVP to Human Resources at HumanResources@csi.cuny.edu

The deadline to register is by the close of business Monday, November 13, 2023.

Teachers' Retirement System

Teachers' Retirement System of the City of New York (TRS) have the following upcoming online seminars during the month of November. **These seminars are for In-Service TRS members only.**

Monday, November 13, 2023

- [Getting Ready for Retirement – Tier IV, Part 1 \(3:00 p.m. to 5:30 p.m.\)](#)

Tuesday, November 14, 2023

- [Getting Ready for Retirement – Tier IV, Part 2 \(3:00 p.m. to 5:30 p.m.\)](#)

Monday, November 20, 2023

- [Tier IV – Your TRS Benefits and Services \(3:00 p.m. to 5:00 p.m.\)](#)

Tuesday, November 21, 2023

- [Tier VI – Planning for Tomorrow \(3:00 p.m. to 5:00 p.m.\)](#)

Monday, November 27, 2023

- [Filing for Retirement Online -Tier IV \(3:00 p.m. to 5:00 p.m.\)](#)

Wednesday, November 29, 2023

- [TDA Annuitization at Retirement \(3:00 p.m. to 5:00 p.m.\)](#)

Adjunct Staff Corner

Remaining Fall 2023 Adjunct Pay Dates:

11/16/2023, 11/30/2023 and 12/14/2023.

Winter 2024 Adjunct Pay Dates:

01/11/2024 and 01/25/2024

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](#).

Did you know?

If you are a member of TRS through your full-time job at NYC Dept of Education, you need to have TRS also on your CSI Adjunct record in order to receive pension credit for

your CSI Adjunct service. For more information, please email anne.alarcon@csi.cuny.edu.

Recruitment

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

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

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



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](#)



November 2023

November 15 @ 1:00 PM | In the Kitchen with WorkWell NYC - Cooking Demo

November is a time to honor the diverse cultures of Native American people. WorkWell NYC, in collaboration with Beautifully Fed Food, will be hosting a virtual cooking demo that incorporates many of the foods that were and continue to be incorporated in traditional Native American cuisines.

- [Click here to register](#)

Starts November 29 | Let's Bring the Sugar Down

WorkWell NYC's 8-week Diabetes Education Program, Let's Bring the Sugar Down, offers convenient access to life-changing, empowering classes. This program is for those at risk for Type 2 diabetes, living with prediabetes, or living with Type 2 diabetes. Content will include tips on healthy eating, physical activity, healthy self-care routines, empowerment and self-advocacy.

- [Click here to register](#)

November 30 @ 1:00 PM | Take Action: Menopause

Over half of the city's workforce will undergo the menopausal transition at some point and may experience symptoms such as hot flashes, sleep disturbances and more. Join our webinar, hosted by Dr. Amitasrigowri Murthy (GYN), DOHMH and DCAS as they discuss the transition leading up to menopause, medical and surgical causes of menopause, medications and remedies, and much more. Q&A to follow!

- [Click here to register](#)

Stretch & Flexibility - Wednesdays 6:30 AM to 7:15 PM

Stretch and Flexibility is a class that focuses on lengthening the body while increasing range of motion. The exercises target everyday movements to keep the body in great functional shape. It is also helpful for relieving stress and tension that may occur in the body while working in an office setting or everyday living. To register [click here](#)



For general information, please call (718) 982 2379

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

