

## HR UPDATE – WEEK OF MAY 11, 2020

### GENERAL

#### Updating Personal Information in CUNYfirst

Now is a great time to review your Emergency Contact Information and Personal E-mail Address of record in CUNYfirst Self-Service. Having this information provides Human Resources with a current and viable contact name, phone number and/or email, in the event that we are not able to reach you in emergency or other time-sensitive circumstances. The steps are easy. Please login to CUNYfirst, go to Self-Service-> Personal Information->Emergency Contact or E-Mail Address. Add or update the information and Save!

#### Secure Document Portal

As a reminder, the Office of Human Resources now has a **Document Portal**, for transmitting documents containing sensitive information to the staff of Human Resources. The HR Document Portal will allow faculty and staff to submit forms, such as those routinely used for change of address and employee verification requests, securely through any web server. The portal can also be used to return documents directly to the employee once completed.

The HR Document Portal is accessible via this link or by going to the HR webpage:

[https://hrdocs.york.cuny.edu/login?came\\_from=https%3A//hrdocs.york.cuny.edu/hr](https://hrdocs.york.cuny.edu/login?came_from=https%3A//hrdocs.york.cuny.edu/hr)

We have also included a Request Form to use for specific types of sensitive requests:

<https://www.york.cuny.edu/administrative/human-resources/forms/documentreturnform1.docx/view>

Please visit the HR web page to review all of the forms available to you for conducting business with Human Resources.

### PAY AND BENEFITS

#### **Flexible Spending Accounts Program:**

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") was passed and it allows an expansion of the types of medical/health care items that participants may claim through their HCFSAs effective January 1, 2020. These include (1) menstrual care products and (2) over-the-counter medicines and drugs, without the need for a prescription. However, for over-the-counter medication, a Letter of Medical Necessity from the participant's medical provider is still required.

In addition, the IRS issued Notice 2020-23, extending deadlines for a large number of "time-sensitive acts" due to be performed on or after April 1, 2020 and before July 15, 2020. Therefore, the Claims Run-Out Period for Plan Year 2019 is extended from May 15, 2020 to July 15, 2020.

Visit the Flexible Spending Accounts Program website for information regarding the new Claims Run-Out Period deadline to submit claims for services incurred during the 2019 Plan Year and Grace Period at

<https://www1.nyc.gov/site/olr/fsa/fsahome.page>

#### **FSA Forms Submission/Inquires:**

Please submit forms and documents to the FSA Program via the following link: <https://asonet.com/emailFSA.aspx>

Please submit any Inquires and questions via Email FSA:

<https://www1.nyc.gov/site/olr/webforms/send-message-flexible-spending-accounts-long-term-care-program.page>)

## **PSC-CUNY Welfare Fund**

We have just been advised that the Welfare Fund Trustees have extended the Death Benefit for members who die in service to our Adjunct members **covered by CUNY basic health insurance**, retroactive to March 1. Later this week, they will notify the Adjunct members by email and regular post of the new death benefit coverage. The Beneficiary Designation form is on their website [here](#), and should be submitted to York's Human Resources Office via the Secure Portal. The online form is fillable. The Application for Death Benefit form, also fillable, will be made available shortly. We would note that, in the case of Adjuncts who have already died (and were therefore unable to designate a beneficiary), disbursement can only be made to the estate.

## **Transit Benefit Program -Senior Colleges Website Update & 2020 Administrative Fees**

The [Senior Colleges & Central Office Commuter Benefits](#) website has been updated, which contains forms, policy details and frequently asked questions regarding CUNY's transit benefit program with Edenred Commuter Benefit Solutions (Edenred).

The website can be accessed via the following link:

<https://www.cuny.edu/about/administration/offices/hr/benefits/transit-benefit-senior-colleges-central-office/>

Administrative fees are charged on a lag. Therefore, there will be two admin fees in May 2020:

1. WageWorks' spending activity during the period of 3/11/2020 – 4/30/2020 was deducted on the 5/7/2020 check.
2. Edenred's funding activity 3/12/2020 – 4/11/2020 to be deducted on the 5/21/2020 check. Going forward Edenred administrative fee deductions will be on the first paycheck of every month.

<b>Plan Option</b>	<b>WageWorks Fee (last deduction 5/7/2020)</b>	<b>Edenred Fee (first deduction 5/21/2020)</b>
<b>Commuter Card Admin Fee</b>	\$1.77	\$1.25
<b>Transit Pass/Access-A-Ride Admin Fee</b>	\$3.05	\$2.05
<b>Park-N-Ride Admin Fee</b>	\$3.05	\$2.05

On behalf of all of us in HR, be safe and be well!

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