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Human Resources Management  
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**BY E-MAIL**

TO: College Presidents  
Deans of the CUNY-Wide and Professional Schools  
Vice Presidents for Finance/Administration  
College Human Resources Directors

FROM: Acting Deputy to the Vice Chancellor Dona Roy *DR*

SUBJECT: Minimum Salaries Increase for Hourly Titles

Date: December 4, 2018

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Two years ago, the University began implementing phased-in minimum wage increases for select hourly employees (see enclosed memos). The new minimum hourly rate for the following titles will be \$15.00/hour effective 12/31/2018:

**Titles with New Minimum Salary of \$15.00/hour Effective 12/31/2018**

College Assistant  
Campus Security Assistant (Hourly)  
CUNY Custodial Assistant (Hourly)  
EOC Assistant  
EOC Custodial Assistant  
Student Aide

The new minimum wage increase only affects employees who are active as of 12/31/2018 in the above titles and earning less than \$15.00 per hour.

**Implementation**

We are working with our CIS partners to update as much information as possible programmatically in CUNYfirst. We will identify and inform the campuses of any actions needed to be manually updated by the Colleges at a later date.

**Payroll System Updates**

**Community Colleges:** Community Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these six titles earning less than the minimum hourly rates listed above. The New York City Office of Payroll Administration (OPA) will automatically increase the salaries of these employees effective 12/31/2018. The increase will be reflected in the paycheck dated 1/25/2019 and all retroactive payments due from the effective date will be included.

**Senior Colleges:** Senior Colleges do not have to submit payroll documentation to University Payroll to raise the salaries of those employees in these six titles earning less than the minimum hourly rates listed above. The Office of the State Comptroller (OSC) will programmatically increase the minimum wage of employees in these six titles earning less than the minimum hourly rates listed above effective 12/31/2018. The increase will be reflected in the paycheck dated 1/31/2019 and all retroactive payments due from the effective date will be included.

**Important Note - Senior Colleges must enter 2 rows in time entry for those employees with salaries increased to \$15.00/hour: 12/23/2018-12/30/2018 and 12/31/2018-1/05/2019.**

These two rows allow OSC to process pay correctly for the paycheck of 1/31/2019.

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Please post this memorandum on your College's HR website, and promptly share this information with employees affected by the new minimum wage increases. Individual questions and concerns should be directed to the employee's campus HR Office.

cc: Interim Chancellor Vita Rabinowitz  
Senior Vice Chancellor Matthew Sapienza  
Vice Chancellor Brian Cohen  
Senior Vice Chancellor Pamela Silverblatt  
Interim Vice Chancellor Margaret Egan  
University Payroll  
OHRM HR Information Systems  
OHRM HR Advisory Services