College Assistant (CA) Hiring and On-boarding Work-Flow Chart – Academic Affairs

Department determines the need of a College Assistant Position

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Submits a CA Position request form and a Job Description to the Provost's Office

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Receives budget clearance from Business and HR Offices

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Department sends a Request for Conditional Offer Letter and resume to NewPartTimeHires@jjay.cuny.edu

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Provost's Office sends an offer letter to the appointee and transmits a signed copy to HR

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Department creates an EHRAF

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Department initiates a work space set-up:
- Work station
- Computer
- Telephone

HR schedules on-boarding

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Collects all new hire documents and issues Clearance to Work Form

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Puts employee on payroll; requests employee's email and CUNYfirst EMPL ID

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Provides employee with information about how to activate email, CUNYfirst, and obtain JJC ID

New Hire College Assistant

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Claim CUNYfirst account following HR instructions

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Contact IT department to get John Jay email activated

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Visit the Public Safety Office to get a John Jay ID

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Submit bi-weekly timesheets to a direct supervisor for approval

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Submit the approved timesheets to HR for payment