

Human Resource Services Working for You

	Extension	Boylan Hall Room
Benefits	4255	1160
<ul style="list-style-type: none"> ▪ Dental ▪ Flexible Savings Accounts (FSA) ▪ Health Insurance ▪ Retirement ▪ Tax Deferred Annuities ▪ Transit Benefits 		
E-Appointment		
Adjuncts	5161	1223
Hourly Titles (CA, IT Titles, Custodial, Theater, Business Data Analysts)	5377	1219
Job Classifications (Job Descriptions/Positions)		
Instructional Staff (HEO/CLT/RA Series)	5161	1223
Classified Civil Service (Blue/White Collar, Skilled Trades, Hourly Titles)	5377	1219
Onboarding/Orientation		
Adjuncts and Instructional Staff (ECP, Full Time Faculty, HEO/CLT/RA Series, Graduate Assistant)	5161	1223
Classified Civil Service (Blue/White Collar, Skilled Trades, Hourly Titles)	5377	1219
Payroll Support & Employment Verification	5137	1231
<ul style="list-style-type: none"> ▪ Hourly Annual & Sick Leave ▪ Hourly Timesheet Inquiries (CA, IT Titles, Custodial, Theater, Business Data Analysts) ▪ Employment Verification <ul style="list-style-type: none"> ○ Fax: 718.951.5370 ○ Email: HRVerfications@brooklyn.cuny.edu ▪ Payroll Inquiries (Direct Deposit, Tax Forms, W-2) 		
Performance Management (Evaluations)		
Classified Civil Service (Blue/White Collar, Skilled Trades, Hourly Titles)	5377	1219
Instructional Staff (HEO Series)	5161	1223

Human Resource Services Working for You

	Extension	Boylan Hall Room
Recruitment & Employee Relations	5291	1219
<ul style="list-style-type: none"> ▪ Domestic/Workplace Violence ▪ Employee Assistance Program (EAP) ▪ Exit Interview ▪ HRS Seminars/Events ▪ Job Postings/Ad (CUNYfirst) ▪ Professional Development Training (DCAS/PDLM Applications) Email: HRSTraining@brooklyn.cuny.edu ▪ Tuition Waiver ▪ Workers' Compensation 		
Separation and Leave	5377	1219
<ul style="list-style-type: none"> ▪ Annual and Sick Leave ▪ Bereavement Leave ▪ Catastrophic/Dedicated Sick Leave ▪ Child Care Leave ▪ End of Service (Resignation) ▪ Family Medical Leave (FMLA) ▪ Jury Duty ▪ Medical Documentation/Work Clearance ▪ Military ▪ Paid Parental Leave (PPL) 		
Timesheets	5377	1219
Instructional Staff (ECP, Full-Time Faculty, HEO/CLT/RA Series)		
Classified Civil Service (Blue/White Collar, Skilled Trades)		
<hr/> Human Resource Services Office Hours: Monday – Friday, 9 am – 5 pm Phone: 718.951.5377 Fax: 718.951.4859 www.brooklyn.cuny.edu/hr <hr/>		
Office of the AVP for Legal Affairs/Labor Relations	5131	1219

Office of Human Resource Services Directory

Phone: 718.951.5377 | Fax: 718.951.4859

Name	Title	Phone	Location
Renita W. Simmons	Executive Director of HRS	5137	1223 B
Debra Quashie-McDowell	Deputy Director of HRS	5161	1219 B
Jennifer DePalma	Assistant to Executive Director / HR Specialist	5377	1219 B

Benefits

Name	Title	Phone	Location
Donna Corbin	HR Specialist for Benefits	4255	1160 B
Celia Goldberg	College Assistant	4255	1160 B

Classified Operations/Time and Leave

Name	Title	Phone	Location
Lynda Sobieski	HR Manager for Classified Staff	5377	1219 B
Selyna Quinones	HR Specialist for Time and Leave	5377	1219 B
Ireen Quercia	HR Coordinator for College Assistants	5377	1219 B
Brenda Campfield	Office Assistant for Time and Leave Classified Staff	5377	1219 B
Melissa Walker	College Assistant	5377	1219 B
Christina Punzone	College Assistant	5377	1219 B

Instructional Staff

Name	Title	Phone	Location
Sherri Hospedales	HR Specialist for Instructional Staff	5161	1223 B
Gloria Nieves	HR Specialist for Adjunct and HRIS	5161	1223 B
Guadalupe Leal	HR Coordinator for Adjunct Staff	5161	1223 B
Nathania Selver	Office Assistant for Instructional Staff	5161	1223 B
Meitian Luo	HR Coordinator for Data Validation	5161	1156 B
Ka Chin	HR Coordinator for Data Validation	5161	1156 B
Alastair Forde	College Assistant	5161	1156 B
Michelle Gambale	College Assistant	5161	1223 B
Julissa Herrera	College Assistant	5161	1156 B

Payroll Support/Employment Verification

Name	Title	Phone	Location
Peggy Sainte	HR Specialist for Payroll Support/Employment Verification	5137	1231 B
Melissa Keng	HR Coordinator for Employment Verification	5137	1231 B
Alvyne Alleyne	College Assistant	5137	1231 B
Amanda Wing	College Assistant	5137	1231 B

Recruitment and Employee Relations

Name	Title	Phone	Location
Juliet Manragh	HR Manager for Recruitment and Employee Relations	5291	1219 B
Patrick Croff III	HR Specialist for Recruitment	5291	1219 B
Jennifer Tsui	HR Coordinator for Recruitment	5291	1219 B

Office of Legal Affairs and Labor Relations

Name	Title	Phone	Location
Michael T. Hewitt	Interim Assistant Vice President for Legal Affairs and Labor Relations	5131	1219 B
Brenda Hertzendorf	Executive Assistant to the Assistant Vice President	5131	1219 B