

If You Need Help With ...

Working Remotely

Computer Problems: Helpdesk, helpdesk@law.nyc.gov. When first starting, let your supervisors and Lilli Evans (lievans@law.nyc.gov) know if problems persist.

Citrix: <https://law.ctx.nyv.gov/>

CSMail (Access e-mail without Citrix): <https://csmail.nyc.gov/owa> (Username = NYCLAW\[user id]).

Law Department Intranet

The Law Department intranet is your homepage at work. It provides lots of links and information including:

Office Manual: The Office Manual contains information on office policies, benefits and conditions affecting your employment. You are responsible for reviewing and complying with the Manual. (<http://lawmtiisv1/intranet/Office%20Manual/Content/Home.htm>)

E-Forms: Make administrative requests using E-Forms (<https://lawcrm.law.local/CRMEforms/main.aspx>).

ESS: Complete Personnel items like enroll in direct deposit, health insurance, update your address, etc <https://hrb.nycaps.nycnet/psp/hcmprd/?cmd=login&languageCd=ENG&>

Law Department Directories: An agency photo directory (<http://ecl.law.local/directory/>), Citywide directory (<http://cityshare.nycnet/eGuide/servlet/eGuide>), and the Green Book (<https://a856-gbol.nyc.gov/GBOLWebsite/GreenBook/Online>) with agency contact information.

Division Webpage: Divisions place training guides, samples and helpful links on their Intranet page.

Getting Paid

City Time (timesheets): (<https://prod.citytime.nycnet/ct>) and CityTime section on the Intranet.

Paychecks: Steven Jenkins, sjenkins@law.nyc.gov.

Time-Keeping Rules: See the Office Manual or call your Division's Timekeeper.

Transit Benefit & Direct Deposit: Complete form in Employee Self Service (ESS) and bring or mail it to NYC Law Department Payroll, 5th floor, 100 Church Street, New York, NY 10007. For enrollment in Direct Deposit, include a voided check.

Benefits

Annual, Sick and Bereavement Leave: See the Office Manual and contact Personnel.

Parenting Leave: See Office Manual and Women's Committee page (<http://lawportal.law.local/sites/WC/SitePages/Home.aspx>).

Health Insurance/Management Benefits Fund: NYCAPS (212) 487-0500, www.nyc.gov/olr
Yuhong Cantarella, ycantare@law.nyc.gov.

Employee Assistance Program/Flex Spending Programs: www.nyc.gov/olr.

Deferred Compensation (401K and 457 plans): www.nyc.gov/olr

VDC: <https://www1.nyc.gov/site/olr/vdc/vdchome.page>.

Pension (NYCERS): www.nycers.org.

NYC Employee Portal (City Share): Discounts on Broadway shows, gym membership and computers, etc. (http://cityshare.nycnet/portal/site/cityshare/?front_door=true).

Bar Admission

Bar Registration Renewal Reimbursement: See Office Manual; Steven Jenkins, sjenkins@law.nyc.gov.

Bar Admission Affidavit: Your Division's Personnel Rep. (usually the person who processed you).

Bar Admission Expediting Letters: Blanca Ponce, bponce@law.nyc.gov.

Documents You May Need

Business Cards: Tort – LaVonne Pridgen, LPridgen@law.nyc.gov.

Family Court – Christine Kamerman, ckamerma@law.nyc.gov, and Cecillia Shepard, ceshepar@law.nyc.gov.

All other divisions – Yanitza Bellido, ybellido@law.nyc.gov, and cc Melissa Morse, mmorse@law.nyc.gov.

Employment Verification Letters: Yanitza Bellido, ybellido@law.nyc.gov, and Melissa Morse, mmorse@law.nyc.gov.

Law Department Identification Cards: Your Personnel Representative.

LRAP and PSLF Forms: Yanitza Bellido, ybellido@law.nyc.gov, and Melissa Morse, mmorse@law.nyc.gov.

OCA Secure Pass: See the Office Manual. Request a Letter of Good Standing from Laura Krsinic, lkrsinic@law.nyc.gov, and set up a photo with the LD photographer through e-forms.

Orientation Web Page: The Entry Class website is: <https://www1.nyc.gov/site/entryorientation/index.page>.

Practice Orders: 1st Dept - <https://www1.nyc.gov/assets/entryorientation/downloads/pdf/1st-practice-order.pdf>;
2nd Dept - <https://www1.nyc.gov/assets/entryorientation/downloads/pdf/2nd-practice-order.pdf>.

Law Department Resources

Career Counseling: Lillian Evans, lievans@law.nyc.gov.

Professional Development: See PD page on the intranet; June Witterschein, jwitters@law.nyc.gov.

Coaching Collaborative: <http://lawportal.law.local/sites/PDU/SitePages/Coaching%20Collaborative.aspx>.

Conference Room Requests: 100 Church: contact Facilities at 212-356-1050. Boroughs: office manager.

Visitor Admission (100 Church only): <https://www.g4saccess.com/safe/Account/Login?ReturnUrl=%2F>.

Photographer Requests: <http://lawmtiisv1/intranet/photographer.aspx>.

Media Inquiries: Nick Paolucci, npaolucc@law.nyc.gov.

Personal Expense Reimbursement: Cashier's Office: Cassandra Dodson, cdodson@law.nyc.gov.

Car Service Policy: See Office Manual.

Standing Desk: Dasrat Santanoo, dsantano@law.nyc.gov, and cc Leon Breedon, lbreedon@law.nyc.gov.

Conflicts of Interest, EEO, Ethics

Conflicts of Interest/Pro Bono/Volunteer Questions: Andrea Berger, aberger@law.nyc.gov, or NYC COIB's Attorney of the Day at (212) 422-1400.

Ethics Questions, Case Conflicts Issues: Karen Griffin, kgriffin@law.nyc.gov.

EEO Inquiries & Reasonable Accommodation Requests: Sosimo Fabian, sfabian@law.nyc.gov.

Technology

Computer Systems Training: Amanda Gonzales, amgonzal@law.nyc.gov.

Hand and Finger Scans: Your Division's Personnel Rep. (usually the person who processed you).

CE Manager: <https://cemanager.micronapps.com/>; Lilia William, liwillia@law.nyc.gov, and Alena Polezhaeva, apolezha@law.nyc.gov.

LEXIS Training/IDs: Library Reference Desk, library@law.nyc.gov.

Pacer: Darlene Elkanick, delkanic@law.nyc.gov.

Telephone Issues: iPhone: Jonelle Thompson (jthomps@law.nyc.gov). Work phone: Set up voice mail with an E-Form Request; issues contact facilities at 212-356-1050.

Law Department Committees and Sports Leagues

Community Service Committee: Stephanie Fitos, sfitos@law.nyc.gov.

Diversity Committee: Karlyne Fequiere-Pierre, Chair, kfequier@law.nyc.gov.

LGBT Group: Kent Langloss, KLanglos@law.nyc.gov, Nolan Comfort, ncomfort@law.nyc.gov.

Quality of Work Life Committee: Co-Chairs Mary O'Flynn, moflynn@law.nyc.gov, and another Co-Chair still TBD.

Sports Teams: The Law Department has many sports teams including softball and basketball, a running group, and a tennis competition. The next League Manager is TBD.

Women's Committee: Melanie Ash, Chair, mash@law.nyc.gov.