



Fiscal & Business Affairs
Non-Tax Levy Entities HR and Payroll Services

Employee Payroll Action Checklist

This checklist details the required forms used during the Non-Tax Levy entities hiring process, and is filed with the employee's paperwork. Complete only the portions relevant to the indicated employee and submit with the Appointment Form and the Department of Labor Form.

Employee Name _____ Hiring Department _____

Checklist for Appointing a New Employee

- Appointment Form (must be submitted eight days prior to date of hire)
- Department of Labor Form (must be submitted *unsigned*, eight days prior to date of hire, must be signed at I-9 appointment)
- Employee Personnel Form (to be collected at I-9 appointment)
- Tax Forms: W-4 Form and IT-2104 or IT-2104E (to be collected at I-9 appointment)
- Direct Deposit Form (to be collected at I-9 appointment; not valid for temp employees)
- Employment authorization documentation [*for non-residents*] (e.g. I-20, visa, or Employment Authorization Card)
- Original Social Security Card for verification purposes (must alert new hire in preparation to I-9 process)
- Instruct New Hire to make an appointment via email to complete hiring process
(Appointments will be accepted three days after the Department of Labor and Appointment forms have been received)

Checklist for Reappointing an Employee

- Appointment Form
- Department of Labor Form (to be signed by employee prior to sending)

Request for Non-Tax Levy Entities HR and Payroll

- Timesheets and procedures
- First paycheck date and pay schedules
- Authorization for Staff ID

For FBA Use Only

- | | |
|---|--|
| <input type="checkbox"/> Received appointment form no corrections needed | <input type="checkbox"/> Was given timesheets with explanation |
| <input type="checkbox"/> Received Department of Labor Form | <input type="checkbox"/> Was given pay schedule and first pay date |
| <input type="checkbox"/> Received W-4/Received IT-2104(E) | <input type="checkbox"/> Provided letter for ID card |
| <input type="checkbox"/> Received direct deposit form and check (if checking) | <input type="checkbox"/> Provided health insurance paperwork |
| <input type="checkbox"/> Received Personnel Form | <input type="checkbox"/> Health forms filed with provider |
| <input type="checkbox"/> Completed I-9 process without issue | |

FBA HR

FBA Payroll

SUBMIT FORMS TO:

Fiscal & Business Affairs
Non-Tax Levy Entities
HR and Payroll Services
1146 Boylan Hall

NEED HELP?:

Jacqueline Binder
t 718.951.5502
ntlhrpayrollsv@brooklyn.cuny.edu