Non-Tax Levy Entities Hiring Procedures

**Hiring Office Must Provide These To Fiscal & Business Affairs (FBA):**

1. **Appointment Form**
   - The appointment form must be provided 8 business days before start date
   - There must be a start and end date (all employees require a new appointment form each fiscal year of continued work)
   - The form must be signed by authorized signature for the account
     - BCF appointments of $2500 or more must be signed by the secondary authorized signature
   - Include payroll dates and amounts for scheduled payments
   - If a contract is made, the original must be given for the employee file

2. **Department of Labor Form (DOL)**
   - The hiring department must fill out form; form may not be altered beyond what is asked
   - Professors/teachers and salaried employees are Exempt; hourly employees are Non Exempt
   - If an over-time rate is applicable, the minimum rate is 1.5x the hourly rate

3. **Employee Payroll Action Checklist (EPA)**
   - Hiring department to fill out all applicable sections

**Hiring Department Must Provide New Hire With These Forms And Information:**
*These forms will be collected at time of the I-9 appointment. Appointment can be made 3 days after the Appointment Form, DOL Form and EPA Checklist have been provided to FBA.*

1. **Federal Withholding (W-4 Form)**
2. **New York State Withholding (Form IT-2104 or IT-2401E)**
3. **Direct Deposit Form**
   - Not valid for lump sum payments
4. **Employee Personnel Form**
5. **Inform new hire to bring Social Security Card to I-9 Appointment**
6. **If Non Resident Alien, at Time of I-9 Appointment New Hire Must Provide**
   - Passport, Visa and Form I-94 or Form I-94A
     - For admission of foreign nationals with non-immigrant visas
   - **Form I-20 Certificate for Eligibility of Nonimmigrant Students**
     - Supporting information for issuance of the student visa in the foreign passport
7. **Appointment for Employment Eligibility Verification (Form I-9 on the E-Verify System)**
   - During the Appointment the office of Fiscal and Business Affairs will:
     - Collect all tax forms, Direct Deposit, and the Employee Personnel Form
     - Review any corrections needed with the new hire at the time of appointment
     - I-9 the new hire on the E-Verify system
     - Go over any requested information from the department (listed on the EPA checklist)

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**Submit Forms To:**
Fiscal & Business Affairs
Non-Tax Levy Entities
HR & Payroll Services
1146

**Need Help?**
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