

# Non-Tax Levy Entities Hiring Procedures

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## **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)

SUBMIT FORMS TO:  
Fiscal & Business Affairs  
Non- Tax Levy Entities  
HR & Payroll Services  
1146

NEED HELP?  
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