NEW ADJUNCT REQUIRED DOCUMENTATION

EMPLOYEE NAME________________________ DEPARTMENT____________________

Please click on the links below. Print and complete ALL the required documents, which are needed for your on-boarding appointment and must be submitted to the Office of Human Resource Services before you may begin working. Submissions that do not minimally contain the following documents cannot be processed:

CUNY Employment Application
1. [ ] Part One & Two
2. [ ] Part Three
3. [ ] Part Four

CUNY New Employee Print and Sign forms
4. [ ] Personal Data Form
5. [ ] Emergency Contact Information
6. [ ] Statement of Citizenship
7. [ ] Emergency Evacuation Assistance
8. [ ] Self-Identification Ethnicity form
9. [ ] Self-Identification Veteran form
10. [ ] Self-Identification of Disability form
11. [ ] W-4, IT-2104
12. [ ] Direct Deposit Form and Addendum Direct Deposit of Salary Enrollment Forms
13. [ ] IT Security Orientation
14. [ ] Amended Constitutional Oath

CUNY Employment Policies
15. [ ] CUNY Policy Checklist/Receipt of Policies for New Hires

Additional Required Documents:
16. [ ] Adjunct Workload Reporting Form (all appointments within CUNY must be listed)
17. [ ] Brooklyn College Individual Email / Network Account Application
18. [ ] I-9 Form and List of acceptable documents for I-9 Verification
19. [ ] Social Security Card Original - for payroll purposes
20. [ ] Appointment letter
21. [ ] Proof of highest degree or Official Transcript

Non-Resident Aliens
22. [ ] New Employee Tax Compliance Notification Sheet (Glacier form)
23. [ ] Visa with I-94 departure card, DS20-19 (Formally known as IAP66)
24. [ ] I-20 & Student Visa Status Form for F1/J1 visa status
Adjunct Benefits Information
For Adjunct Health Benefits eligibility please contact The University Benefits Office Adjunct Health Insurance Hotline at (646)664-3401 or via email Universitybenefitsadjuncts@brookly.cuny.edu