NEW COLLEGE ASSISTANT 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 and Addendum Direct Deposit of Salary Enrollment Forms
13. [ ] IT Security Orientation
14. [ ] Amended Constitutional Oath
15. [ ] Brooklyn College Individual Email / Network Account Application

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

Additional Required Items to Bring With You:
17. [ ] Fingerprint receipt – instructions for fingerprinting
18. [ ] I-9 Form and List of acceptable documents for I-9 Verification
19. [ ] Social Security Card Original - for payroll purposes
20. [ ] $15 postal money order (if appointed more than 240 hours)
21. [ ] Appointment Letter

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)-(J1)
24. [ ] I-20 & Student Visa Status Form for F1/J1 visa status

Classified Part Time Benefits Package
For College Assistant to be eligible for health benefits the appointment must be for 500 hours or more and longer than 6 or more months.