NEW CUSTODIAL HOURLY 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 Two
2. [ ] Part Three
3. [ ] Part Four
4. [ ] CUNY External Employment Form

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

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

Benefits Package
18. [ ] Classified Part Time Benefits Checklist

Additional Required Items to Bring With You:
19. [ ] Fingerprint receipt – instructions for fingerprinting
20. [ ] I-9 Form and List of acceptable documents for I-9 Verification
21. [ ] Social Security Card Original – for payroll purposes
22. [ ] $15 Postal money order
23. [ ] Offer letter
24. [ ] Medical Documentation Form – Completed by your doctor