

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 Insurance Benefits Information, please [click here](#).