

Non Tax-Levy Payroll
Employment Document Checklist

New Appointment List (Please complete the following procedures):

1. Employment Package (available at <http://hr.hunter.cuny.edu/bus-office/forms/employment-package-Buss-Office.pdf>)
Includes:
 - a) PAF with Employee's signature & supervisor's initial
 - b) IT-2104 (Please **do not** use White-out or any other form of correction)
 - c) I-9 (Please **do not** use White-out or any other form of correction)
 - d) W-4 (Please **do not** use White-out or any other form of correction)
2. Approved Job Description is required
3. Direct Deposit Form (Optional)
 - a) Voided Check for DDF/Financial Institution completed Form
4. Certification area of the I-9 Form
 - a) Front and back copies of valid ID (**non-expired**)
 - b) Front and back copies of Social Security Card (must be signed)
 - c) Written Statement of "I saw the original document" with initial & date
5. IT-Security form
6. For Student Activity Fees Account
 - a) Requires approval from the CA office before it is submitted to the VP for Student Affairs Office
7. For Non-Student Activity Fees Account
 - a) Please submit the appointment directly to the VP for Student Affairs Office for approval
8. For International Students
 - a) F1-J1 Visa Form (**Appointment date & end date should match the dates authorized by the International Student Office**)
 - b) I-20 Form
 - c) Employment Authorization Card (**Please follow step 4**)

Re-Appointment List (Please complete the following procedures):

1. PAF with employee's signature & supervisor's initial
2. Approved Job Description is required
3. For Student Activity Fees Account
 - a) Requires approval from the CA office before it is submitted to the VP for Student Affairs Office
4. For Non-Student Activity Fees Account
 - a) Please submit the re-appointment directly to the VP for Student Affairs Office for approval
5. For International Students
 - d) F1-J1 Visa Form (**Appointment date & end date should match the dates authorized by the International Student Office**)
 - a) Employment Authorization Card (**Please follow step 4 from the New Appointment list above**)