

New Employee Checklist: *Classified Staff Only*

Click on the links below to complete and print the required documents, which need to be submitted before your first day of Employment: Please do not e-mail any forms that require social security number.

[CUNY Employment Application Part 1](#) (*Employment and Educational History of the Applicant*)

[CUNY Employment Application Part 2](#) (*Confidential Background Information*) **This form should be submitted to HR by the employee ONLY.**

[CUNY Employment Application Addendum](#) (*License or Professional Registration Form*)

[CUNY Employment Application Part 3](#) (*Public Service-Pension Form*)

[Personal Data Form](#)

[Amended Constitutional Oath](#)

[Agency Shop Fee Deduction Form](#)

[Employment Eligibility Verification Form \(I-9\)](#) -Bring I9 IDs

Tax Withholding Forms – [W-4](#) and [IT-2104](#)

Direct Deposit Forms – [State](#) or [City](#)

[Payroll Contact Information Form](#)

[Report of External Employment Form](#)

[New Employee On- Boarding & Existing Employee Orientation for IT Security](#)

[Hunter College Policies and Procedures Acknowledgement Checklist](#) (*Print and Sign*)

Receipt for fingerprinting – [Click here for instructions on how to schedule your appointment](#)

CUNY Student Enrollment Verification Form (*Finger prints waived for college assistants who are full time CUNY students*)

Postal money order payable to CUNY for CUNY processing filing fee (*if applicable*)

Proof of required license (s)

Proof of highest degree or Official Transcript

Social Security Card – for payroll purposes

Non-Resident Aliens

[New Employee Tax Compliance Notification Sheet](#) (*GLACIER form*)

Unexpired work authorization

Visa with I-94 departure record, DS20-19 (*Formally known as IAP66*)

I-20 & Student Visa Status form for F1/J1 visa status

Within your first week

Meet with the Benefits Officers regarding health insurance and other benefits at 212-772-4517

Sign up for CUNY Alert using CUNY portal (<http://www.cuny.edu/news/alert.html>)

Within your first month

Meet with the Benefits Officer regarding retirement options

Meet with Time & Leave Coordinator at 212-396-6742

This checklist can also be found by clicking on "New-Hire Application" under [quicklinks](#) on the Hunter College HR website (<http://www.hunter.cuny.edu/hr>)