

## New Employee Checklist: *Instructional and Non Instructional Staff*

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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](#)

[Comprehensive History of CUNY Wide Teaching Service](#)

[Amended Constitutional Oath](#)

[Agency Shop Fee Deduction Form](#)

[Employment Eligibility Verification Form \(I-9\)](#) –Bring 19 IDs

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

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

[Payroll Contact Information Form](#)

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

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

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 option

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>)