New Employee Checklist: *Instructional and Non Instructional Staff*

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 I9 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](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](http://www.hunter.cuny.edu/hr))