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
- [ ] 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)*

**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)*