

## 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 be advised, CUNY Applications are most compatible with Internet Explorer.

**Do not e-mail any forms that require your 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 Part 3](#) (Public Service-Pension Form)

[CUNY Employment Application Part 4](#) (License or Professional Registration Form)

[Personal Data Form](#)

[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](#)

[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)

Submit CUNY processing filing fee (if applicable) to the **Bursar's Office** (Room 238 North) **OR** Use the following link to make a **Credit Card Payment** [https://quikpayasp.com/cuny/central\\_office\\_commerce\\_manager/payer.do?orderType=HR](https://quikpayasp.com/cuny/central_office_commerce_manager/payer.do?orderType=HR)

Attach **Bursars or Credit Card Payment Receipt** of processing fee to employment package

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 (<https://www.cuny.edu/cuny-alert/>)

### *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>)