

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 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](#)

[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>)