

NEW HEO/CLT/RA REQUIRED DOCUMENTATION

EMPLOYEE NAME _____ DEPARTMENT _____

Please click on the links below. Print and complete ALL the required documents, which are needed for your on-boarding appointment and must be submitted to the Office of Human Resource Services before you may begin working. Submissions that do not minimally contain the following documents cannot be processed:

CUNY Employment Application

1. [] [Part Three](#)
2. [] [Part Four](#)

CUNY New Employee Print and Sign forms

3. [] [Personal Data Form](#)
4. [] [Emergency Contact Information](#)
5. [] [Statement of Citizenship](#)
6. [] [Emergency Evacuation Assistance](#)
7. [] [Self-Identification Ethnicity form](#)
8. [] [Self-Identification Veteran form](#)
9. [] [Self-Identification of Disability form](#)
10. [] [W-4, IT-2104](#)
11. [] [Direct Deposit Forms and Addendum Direct Deposit of Salary Enrollment Forms](#)
12. [] [IT Security Orientation](#)
13. [] [Amended Constitutional Oath](#)

CUNY Employment Policies

14. [] [CUNY Policy Checklist/Receipt of Policies for New Hires](#)

Benefits Package:

15. [] [Instructional Staff Full Time Benefits Checklist](#)

Additional Required Items To Bring With You:

16. [] [I-9 Form and List of acceptable documents for I-9 Verification](#)
17. [] [Brooklyn College Individual Email / Network Account Application](#)
18. [] Social Security Card Original - for payroll purposes
19. [] Proof of highest degree or Official Transcript