

NEW CLASSIFIED HOURLY 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 One & Two](#)
2. [Part Three](#)
3. [Part Four](#)

CUNY New Employee Print and Sign forms

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

CUNY Employment Policies

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

Additional Required Items to Bring With You:

17. Fingerprint receipt – [instructions for fingerprinting](#)
18. [I-9 Form and List of acceptable documents for I-9 Verification](#)
19. Social Security Card Original - for payroll purposes
20. **Postal Money Order** (Processing Fee) – see appointment letter for amount
21. Appointment Letter and job description

Non-Resident Aliens

22. [New Employee Tax Compliance Notification Sheet](#) (Sprintax form)
23. Visa with I-94 departure card, DS20-19 (Formally known as IAP66)-(J1)
24. I-20 & Student Visa Status Form for F1/J1 visa status

Classified Part Time Benefits Package

For College Assistant to be eligible for health benefits the appointment must be for 500 hours or more and longer than 6 or more months.