LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

Classified Civil Service (Part-Time)
College Assistants, Tutors And Sign Language Interpreters Appointment Checklist

NAME: _____   TITLE: _____

DIVISION: _____   DEPARTMENT: _____

Please attach the following items to this checklist upon submission to the Human Resources Office E-407.

			HR Only
1)		CUNY Employment Application (Part I & II)	☐
2)	(P)	Social Security Card with signature for Payroll (bring original)	☐
3)	(P)	Residency Status for Tax Purpose Data Request Form	☐
4)	(D)	Recommendation for Appointment Form (RFA)	☐
5)	(D)	Justification Form (signed by the Supervisor, Chairperson and Dean)	☐
		College Assistant	☐
		Sign Language Interpreters	☐
6)		Fingerprinting Instructions	☐
7)		Bursar's Receipt (if Full-Time Student)	☐
8)		Handbook/Receipt & Acknowledgement Form	☐
9)		New Employee Tax Compliance Notification Sheet (Glacier)	☐
10)	(P)	Personal Data Form	☐
		Emergency Contact Information	☐
	(P)	Statement of Citizenship	☐
	(P)	Voluntary Self-Identification Form for Employees	☐
	(P)	Veteran's Form	☐
11)		I-9 Employment Eligibility Verification	☐
		Non-Resident Alien ☐Yes ☐No (If yes, process in Glacier)	☐
12)		Voluntary Self-Identification of Disability	☐
13)	(P)	Federal Tax Form W-4 (must have signature)	☐
14)	(P)	State Tax Form NYSIT-2104 (must have signature)	☐
15)	(E)	Direct Deposit Authorization Agreement	☐
16)		New Employee On-Boarding Orientation for IT Security	☐
17)		Amended Constitutional Oath	☐
18)		CUNY Employment Application (Part III)	☐
19)		Report of External Employment for Classified Staff	☐
20)		CUNY Employment Policies Checklist	☐
21)	(E)	College Assistants Health Insurance Benefits Informational Sheet	☐
22)	(E)	Issuance of ID Card Form (if applicant requires a CUNY ID)	☐

HR/Department Actions

(P)   **Send Copy to Payroll**

(E)   **Give to Employee**

(D)   **Sent by Department**