CUNY New Employee First Day Checklist

Below is a list of all the documents required to process your employment. Those in Section 2 can be emailed if you have a desktop email application; if not, print them and bring them with you on your first day of work. All others should be filled out, printed and signed and brought with you to your orientation.

1. **REQUIRED DOCUMENTS (All Employees)**
   - Original Social Security Card (necessary for payroll purposes)
   - Valid, government-issued identification (to prove employment eligibility)
   - A voided check (if you wish to sign up for Direct Deposit)

2. **SUBMIT BY EMAIL NEW HIRE FORMS (All Employees)**
   - Personal Data Form
   - Emergency Contact Form
   - Statement of Citizenship
   - Confidential Emergency Evacuation Form
   - Voluntary Self-Identification Form for Employees

3. **PRINT AND SIGN NEW HIRE FORMS (All Employees)**
   - Employment Eligibility Verification Form (I-9)
   - Federal Withholding Tax Form (W-4)
   - NY State Withholding Tax Form (IT-2104)
   - Payroll Direct Deposit Form
   - Direct Deposit Addendum
   - IT Security Procedures
   - Certification of Prior NYS or NYC Public Service, Collection of Public Pension Funds

4. **ADDITIONAL FORMS (Please refer to your “title series” indicated in your offer letter)**
   **ECP AND INSTRUCTIONAL STAFF (TEACHING AND NON-TEACHING)**
   - Amended Constitutional Oath
   - Receipt of CUNY Policies Acknowledgement

   **CLASSIFIED MANAGERIAL AND CLASSIFIED CIVIL SERVICE**
   - Fingerprinting and Instructions
   - External Employment Form
   - License Registration and Conviction Notice Form
   - Amended Constitutional Oath
   - Employment Verification Form
   - Receipt of CUNY Policies Acknowledgement