



# LaGuardia Community College

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

## Part-Time Instructional Staff (Teaching and Non-Teaching) CET (Continuing Education Teacher) Appointment Checklist

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DIVISION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

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

**Part One:** **HR Only**

CUNY Application - Part I & II \_\_\_\_\_

**Documentation & Extra Forms**

Resume \_\_\_\_\_

Proof of Qualification (HR) \_\_\_\_\_

(XP) Social Security Card Verification (HR) \_\_\_\_\_

(P) [Residency Status for Tax Purpose Data Request Form](#) \_\_\_\_\_

(E) ID Form (HR) \_\_\_\_\_

**Part Two:**

1) (XP) Personal Data Form \_\_\_\_\_

2) Emergency Contact Information \_\_\_\_\_

3) (XP) Statement of Citizenship \_\_\_\_\_

4) (XP) Voluntary Self-Identification Form for Employee \_\_\_\_\_

5) (XP) Veteran's Form \_\_\_\_\_

6) I-9 Employment Eligibility Verification \_\_\_\_\_

7) Voluntary Self-Identification of Disability \_\_\_\_\_

8) (P) Federal Tax Form W-4 (Signature required) \_\_\_\_\_

9) (P) State Tax Form NYSIT-2104 (Signature required) \_\_\_\_\_

10) (E) Direct Deposit Form (To Payroll) \_\_\_\_\_

11) New Employee On-Boarding Orientation for IT Security \_\_\_\_\_

12) Oath of Allegiance Form \_\_\_\_\_

13) CUNY Application - Part III \_\_\_\_\_

**Part Three:**

CUNY Employment Policies Checklist \_\_\_\_\_

**HR Actions**

- (E) Give to Employee
- (P) Send Original to Payroll
- (XP) Send Copy to Payroll

**Name on all the Official Documents should exactly be the same**

**Individuals who do not have all the required documents will not be processed and will have to return on a future date to complete the hiring paperwork.**

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**HUMAN RESOURCES DEPARTMENT USE ONLY**

Date Received: \_\_\_\_\_ Processed by \_\_\_\_\_