



# LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 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.

- |  | <b>HR Only</b> |
|--|----------------|
| 1) CUNY Employment Application (Part I & II)   | _____          |
| 2) (P) Social Security Card with signature for Payroll (bring original)                                  | _____          |
| 3) (P) <a href="#">Residency Status for Tax Purpose Data Request Form</a>                                | _____          |
| 4) (D) <a href="#">Recommendation for Appointment Form (RFA)</a>   | _____          |
| 5) (D) Justification Form (signed by the Supervisor, Chairperson and Dean)                               | _____          |
| <a href="#">College Assistant</a>  | _____          |
| <a href="#">Sign Language Interpreters</a>   | _____          |
| 6) Fingerprinting Instructions   | _____          |
| 7) Bursar's Receipt (if Full-Time Student)   | _____          |
| 8) <a href="#">Handbook/Receipt &amp; Acknowledgement Form</a>   | _____          |
| 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 <input type="checkbox"/> Yes <input type="checkbox"/> 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) <a href="#">College Assistants Health Insurance Benefits Informational Sheet</a>                 | _____          |
| 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