



# LaGuardia Community College

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

## ECP/HEO SERIES Appointment Checklist

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

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

Please attach the following items to this checklist upon submission to the Human Resources Office E-408.

**HR Only**

- 1) CUNY Employment Application ( Part I II III ) \_\_\_\_\_
- 2) (P) Verify Social Security Card (Copy attached) \_\_\_\_\_
- 3) (P) [Residency Status for Tax Purpose Data Request Form](#) \_\_\_\_\_
- 4) (P) Personal Data Form \_\_\_\_\_
- Emergency Contact Information \_\_\_\_\_
- (P) Statement of Citizenship \_\_\_\_\_
- (P) Voluntary Self-Identification Form for Employees \_\_\_\_\_
- (P) Veteran's Form \_\_\_\_\_
- 5) I-9 Employment Eligibility Verification \_\_\_\_\_
- Non-Resident Alien Yes No (If yes, process in Glacier) \_\_\_\_\_
- 6) Voluntary Self-Identification of Disability \_\_\_\_\_
- 7) (P) Federal Tax Form W-4 (Signature required) \_\_\_\_\_
- 8) (P) State Tax Form NYSIT-2104 (Signature required) \_\_\_\_\_
- 9) (E) Direct Deposit Authorization Agreement \_\_\_\_\_
- 10) New Employee On-Boarding Orientation for IT Security \_\_\_\_\_
- 11) Amended Constitutional Oath \_\_\_\_\_
- 12) CUNY Employment Policies Checklist \_\_\_\_\_
- 13) (E) Issuance of ID Memo \_\_\_\_\_
- 14) (E) FLSA Notification Memo (HEO Series Only) \_\_\_\_\_

**HR Actions**

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

In addition to the above documents, please supply the Human Resources Office with the following items:

- 1) An Official Sealed Transcript\* or Highest Degree  Graduate  Undergraduate

*\*Foreign Degrees: Individuals who have degrees from outside the United States must have it evaluated by an accredited evaluation agency. Agencies recommended are the World Evaluation Services, 212-966-6311, ([www.wes.org](http://www.wes.org)), and the Globe Language Services, 212-227-1994, ([www.globelanguage.com](http://www.globelanguage.com)). The evaluation will be reviewed by this department to determine whether it meets the requirements of the title.*

- 2) Three (3) Written Professional References

**HUMAN RESOURCES DEPARTMENT USE ONLY**

Processed by: \_\_\_\_\_

Date Received: \_\_\_\_\_