



# LaGuardia Community College

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

## Classified Civil Service (Full-Time) & Classified Managerial 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 III) \_\_\_\_\_
- 2) Verification of High School Diploma, GED, College Degree (Copy original for file) \_\_\_\_\_
- 3) (P) Verify Social Security Card (bring original) \_\_\_\_\_
- 4) (P) [Residency Status for Tax Purpose Data Request Form](#) \_\_\_\_\_
- 5) Three (3) Written References \_\_\_\_\_
- 6) Fingerprinting Instructions \_\_\_\_\_
- 7) (P) Personal Data Form (Copy for Payroll) \_\_\_\_\_
- Emergency Contact Information \_\_\_\_\_
- (P) Statement of Citizenship \_\_\_\_\_
- (P) Voluntary Self-Identification Form for Employees \_\_\_\_\_
- (P) Veteran's Form \_\_\_\_\_
- 8) I-9 Employment Eligibility Verification \_\_\_\_\_
- Non-Resident Alien  Yes  No (If yes, process in Glacier) \_\_\_\_\_
- 9) Voluntary Self-Identification of Disability \_\_\_\_\_
- 10) (P) Federal Tax Form W-4 (To Payroll) \_\_\_\_\_
- 11) (P) State Tax Form NYSIT-2104 (To Payroll) \_\_\_\_\_
- 12) (E) Direct Deposit Authorization Agreement (To Payroll) \_\_\_\_\_
- 13) New Employee On-Boarding Orientation for IT Security \_\_\_\_\_
- 14) Amended Constitutional Oath \_\_\_\_\_
- 15) Report of External Employment for Classified Staff \_\_\_\_\_
- 16) CUNY Employment Policies Checklist \_\_\_\_\_
- 17) (E) Issuance of ID Memo (send to Mailroom) \_\_\_\_\_

**HR Actions**

(P) Send Copy to Payroll

(E) Give to Employee

**HUMAN RESOURCES DEPARTMENT USE ONLY**

Fingerprint Instructions given to employee: \_\_\_\_\_

Processing Fee: \_\_\_\_\_

Staff Initials: \_\_\_\_\_