



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) Adjunct Staff 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

- (D) [New Adjunct Hire Form](#) (Dept. Chairperson's Signature required)
- Resume
- Official Transcript
- Diploma
- (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/Department Actions

- (D) Filled by Department
- (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.

HUMAN RESOURCES DEPARTMENT USE ONLY

Date Received: _____ Processed by _____