



# LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 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 \_\_\_\_\_