



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: _____