

# **PLEASE READ BEFORE COMPLETING FORMS!!!!**

## **Instructions for Completing the Research Foundation of CUNY New Employee Forms**

### **1. Personnel Action Form**

- Employees→ must provide their personal information (name, social security number & address) and their signature.
- Professors/Project Directors→ must provide their employee's payroll title [i.e., Research Assistant, Research Staff, etc.], account number/project # that should be charged, their employee's employment start and end date, rate of pay [indicate whether this employee is being paid at a hourly or biweekly rate], total hours that the employee will work per pay period, their employee's total salary to be paid and their signature. If any information is missing, this will delay the paperwork from being processed!

### **2. Personnel Data Form**

- Employees→ must provide the requested information and their signature

### **3. Emergency Contact Form**

- Employees→ must provide the requested information and their signature

### **4. Application for Employment Form**

- Employees→ must provide the requested information in sections A through E [note: Employees can substitute completing section B with attaching a current resume to this form] and their signature.
- Professors/Project Directors→ must provide their signature on the back of the form as indicated.

### **5. Complete Forms W-4 (everyone must complete this form) and IT-2104 (for New York State, New York City or Yonkers residents only to complete)**

- Employees→ must provide the requested information and their signature

### **6. Complete the employment Eligibility Verification Form (otherwise known as the I-9 form)**

- Employees→ must provide the requested information and their signature in section 1 [note: The date next to the signature must be the same as the start date of employment.] In addition, you must provide documentation either from List A *or* List B and List C.
- Special Note to Employees→ *Make sure that the date on the I-9 form is the same date as the start date of your employment and do not make any corrective markings on the forms—or your paperwork will be delayed! .*

### **7. Attach a copy of your social security card!**

### **8. Attach the completed Authorization for Background Report form!**

### **9. Complete the Direct Deposit Form**

- Employees→ must choose either to have their pay directly deposited into their account (checking or savings) or have an E-Fund account set up. If an employee chooses direct deposit into a bank account they must attach a void check to the form. If an employee chooses the E-Fund account then they must complete this form and the "Chase Payroll Card Application" form.

### **10. Attach a copy of the Job Description, Personnel Vacancy Notice (PVN) OR 'Job Duties & Qualifications' Form**

### **11. If the paperwork is being submitted after the employee's start date, a justification letter must be submitted by the employer (Professor/Project Director) explaining why the paperwork is being submitted late.**

### **Notice For Foreign Students on J1 or F1 Visa Only!!!!**

Employees must provide a copy of their I-94 and I20 forms and a current work authorization letter obtained through the campus' International Students Office covering the employment period. *(If you should have any questions refer to [http://www.baruch.cuny.edu/grants/Foreign\\_Student\\_Employees.htm](http://www.baruch.cuny.edu/grants/Foreign_Student_Employees.htm) )*

*If the employee does not have his or her own checking account, the RF will provide a non-interest bearing payroll account with an ATM card for the employee. That is called an e-Fund Account. If the employee chooses to sign up for an e-Fund Account, the applications should accompany the New Employee Package and the employee should be expect that it takes approximately 2+ pay periods to initialize this type of account. Only those employees whose tenure with the RF will be fewer than 2 months will be paid by check. In this case, please be sure that the mailing information on the PAF form is correct and current.*