

To: College Assistants
 From: Joseph Marte, Associate Director, Compensation, Recruitment and HRIS
 Subject: New Hire Information

Welcome to Baruch College. In order for the Office of Human Resources to process your paperwork and generate your first check you will need the following items:

- **New Hire Package** – which includes tax forms, personal data form, etc., and the I-9 form. The Immigration Reform and Control Act (IRCA) of 1986 requires all employees, regardless of citizenship, to submit proof of identity and employment eligibility **no later than three (3) business days after you start work**. (F-1 student visas must go to the International Students’ Office for work authorization before coming to Human Resources). ***Failure to establish employment eligibility within the first three (3) business days of your date of hire, will rescind your employment offer at Baruch College.***
- **Fingerprinting** - College Assistants who are full time CUNY students are exempt from fingerprinting with a letter of enrollment from the Office of Registrar. All other College Assistants must be fingerprinted. Applicants are required to pre-register prior to going to the fingerprint location by calling **1-877-472-6915** to speak with a customer service representative; or visit the website at <http://www.identogo.com> to submit the demographic data. **CUNY Service Code #: 156J7Y. College ID Code 70050. All credit card payments must be made onsite at the time of the fingerprinting session.**
- **Non-Competitive Appointment Fee** – this fee is required of all College Assistants who work over **240** hours from July 1 to June 30. The **US Postal** money order, ***no cash or personal checks***, must be made payable to The City University of New York (CUNY). Please see chart below:

College Assistants Earning:	CUNY Filing Fee
\$13.50 - \$17.80 per hour	\$15.00
\$17.91 per hour and above	\$25.00

- **IT Titles – Appointment Fee** – This fee is required of all IT Hourly Appointments. The fee may vary based on Title and Level. Please see chart below for Fee Schedule:

<u>Information Systems Title Series</u>	<u>Filing Fee is:</u>
IT Support Assistant	\$54.00
IT Assistant Level 1, 2 & 3	\$68.00
IT Associate Level 1	\$68.00
IT Associate Level 2	\$82.00
IT Associate Level 3	\$88.00
IT Senior Associate Level 1	\$88.00
IT Senior Associate Level 2	\$91.00
IT Senior Associate Level 3	\$96.00

If you require any further information, you can log on to our website at www.baruch.cuny.edu/hr or you may call The Office of Human Resources at (646)-660-6590.