HUNTER
The City University of New York

New Employee Checklist: *Instructional and Non Instructional Staff*

Click on the links below to complete and print the required documents, which need to be submitted before your first day of Employment. Please be advised, CUNY Applications are most compatible with Internet Explorer.
Do not e-mail any forms that require your social security number.

CUNY Employment Application Part 1 *(Employment and Educational History of the Applicant)*
CUNY Employment Application Part 2 *(Confidential Background Information)***This form should be submitted to HR by the employee ONLY.**
CUNY Employment Application Part 3 *(Public Service-Pension Form)*
CUNY Employment Application Part 4 *(License or Professional Registration Form)*
Personal Data Form
Comprehensive History of CUNY Wide Teaching Service
Amended Constitutional Oath
Employment Eligibility Verification Form (I-9) *–Bring I9 IDs*
Tax Withholding Forms – W-4 and IT-2104
Direct Deposit Forms - State or City
Payroll Contact Information Form
New Employee On- Boarding & Existing Employee Orientation for IT Security
Hunter College Policies and Procedures Acknowledgement Checklist *(Print and Sign)*
Proof of highest degree or Official Transcript

Non-Resident Aliens
New Employee Tax Compliance Notification Sheet *(GLACIER form)*
Unexpired work authorization
Visa with I-94 departure record, DS20-19 *(Formally known as IAP66)*
I-20 & Student Visa Status Form for F1/J1 visa status

Within your first week

Meet with the Benefits Officers regarding health insurance and other benefits at 212-772-4517
Sign up for CUNY Alert using CUNY portal (https://www.cuny.edu/cuny-alert/)

Within your first month

Meet with the Benefits Officer regarding retirement option
Meet with Time & Leave Coordinator at 212-396-6742.

This checklist can also be found by clicking on "New-Hire Application" under quicklinks on the Hunter College HR website (http://www.hunter.cuny.edu/hr)

Last Updated: 1.22.25