



LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 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) | <input type="checkbox"/> |
| 2) Verification of High School Diploma, GED, College Degree (Copy original for file) | <input type="checkbox"/> |
| 3) (P) Verify Social Security Card (bring original) | <input type="checkbox"/> |
| 4) (P) Residency Status for Tax Purpose Data Request Form | <input type="checkbox"/> |
| 5) Three (3) Written References | <input type="checkbox"/> |
| 6) Fingerprinting Instructions | <input type="checkbox"/> |
| 7) (P) Personal Data Form (Copy for Payroll) | <input type="checkbox"/> |
| Emergency Contact Information | <input type="checkbox"/> |
| (P) Statement of Citizenship | <input type="checkbox"/> |
| (P) Voluntary Self-Identification Form for Employees | <input type="checkbox"/> |
| (P) Veteran's Form | <input type="checkbox"/> |
| 8) I-9 Employment Eligibility Verification | <input type="checkbox"/> |
| Non-Resident Alien <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, process in Glacier) | |
| 9) Voluntary Self-Identification of Disability | <input type="checkbox"/> |
| 10) (P) Federal Tax Form W-4 (To Payroll) | <input type="checkbox"/> |
| 11) (P) State Tax Form NYSIT-2104 (To Payroll) | <input type="checkbox"/> |
| 12) (E) Direct Deposit Authorization Agreement (To Payroll) | <input type="checkbox"/> |
| 13) New Employee On-Boarding Orientation for IT Security | <input type="checkbox"/> |
| 14) Amended Constitutional Oath | <input type="checkbox"/> |
| 15) Report of External Employment for Classified Staff | <input type="checkbox"/> |
| 16) CUNY Employment Policies Checklist | <input type="checkbox"/> |
| 17) (E) Issuance of ID Memo (send to Mailroom) | <input type="checkbox"/> |

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: _____