NAME: Shoaib Ahamed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEW HIRE CHECKLIST

□ CUNY Employment Application

□ Form I-9

□ State ID and Social Security Card/ or Passport

□ Form IT-2104

□ Form W-4

□ Copy of your College Degree

□ Resume

□ (2) Professional Letters of Recommendation – on letter head and signed by

reference

□ Direct Deposit Form with VOIDED check attached (optional)

\*paper checks will be available for pickup at the BURSAR’S OFFICE

(Administration Building) on check date – bring photo ID for verification.

**\*\*\***Payroll Schedule (last page of hire packet) – keep for your records

**Check date is 4 weeks from timesheet Due date.**