

FOR COLLEGE ASSISTANTS AND STUDENT AIDES

LIST OF DOCUMENTS/PAPERWORK TO BRING ON YOUR 1st DAY OF EMPLOYMENT

COLLEGE ASSISTANTS

- Federal Withholding Tax Form (W-4)
- NY State Withholding Tax Form (IT-2104)
- Employment Eligibility Verification Form (I-9)
- CUNY Application for Employment
- Personal Data Form
- Designation of Beneficiary of Unused Annual Leave and Unpaid Salary
- Social Security Card (For NYS Payroll purposes only)
- Original Degree or Official Transcripts (If applicable)
- I-9 Employment Eligibility supporting documents (Listed on the actual form)
- Voided check (Only for direct deposit into checking acct)

STUDENT AIDES

- Federal Withholding Tax Form (W-4)
- NY State Withholding Tax Form (IT-2104)
- Employment Eligibility Verification Form (I-9)
- Personal Data Form