



### Adjunct Packet Checklist

When you accept an offer of employment with the Borough of Manhattan Community College, you must present ORIGINAL documents as outlined below.

- Proof of Identity and Employment Eligibility**  
*Under federal law you must complete an Employment Eligibility Verification (I-9) form in the presence of an HR officer. Be sure to bring appropriate proof of identity/eligibility to HR **before** your first day of work.*
- Social Security Card**
- Resume**
- Three Letters of Reference**
- Original Transcript** (highest degree earned)
- Employment Packet – CUNY**
- Personnel Information Form**
- Amended Constitutional Oath Upon Appointment**
- Employee’s Withholding Allowance Certificate (W-4 and IT-2104)**
- BMCC ID/Account Requests**

If applicable, complete and return:

- Direct Deposit of Net Pay Enrollment**
- Request to Adjust Hourly Rate**
- Tax Certification for Foreign Nationals**
- Transit Benefit Enrollment**

Please take time to familiarize yourself with the following:

- Benefit Information for Adjuncts
- Adjunct Pay Schedule
- Policy on Hiring and Paying Adjuncts
- Workplace Violence Policies and Procedures
- CUNY Policy on Sexual Harassment
- Departmental Mailboxes and E-mail Accounts
- BMCC Equal Opportunity/AA Policy

The timing of your initial pay check will be based on the process and our receipt of the above documents along with a completed Personnel Action Form (PAF) from you department. If you have any questions about your appointment or payroll process, please call us at 212-220-8300.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**