



College Assistant/Tutor 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**
- Employment Packet – CUNY**
- Addendum to Application for Employment**
- Acceptance Letter**
- Personnel Information Form**
- Amended Constitutional Oath Upon Appointment**
- Authorization to Release Reference Information**
- Conviction Notice/ License Registration Form**
- Employee’s Withholding Allowance Certificate (W-4 and IT-2104)**
- Designation of Beneficiary**
- Agency Shop Fee Agreement**

If applicable, complete and return:

- Direct Deposit of Net Pay Enrollment**
- Transit Benefit Enrollment**
- BMCC ID/Account Requests**
- NYCERS Retirement and Benefit Enrollment Form** *Must be completed within 6 months of appointment date*

Please take time to familiarize yourself with the following:

- Appointment Processing and Fees
- Benefit Information for Classified Staff including NYCERS 57/10 Plan
- Time and Leave System (Kronos)
- Workplace Violence Policies and Procedures
- CUNY Policy on Sexual Harassment
- 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. If you have any questions about your appointment or payroll process, please call us at 212-220-8300.

Print Name

Date

Signature