



Full-time Faculty 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.*

- | | |
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| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Agency Shop Agreement |
| <input type="checkbox"/> Curriculum Vitae | <input type="checkbox"/> Health Benefits Application |
| <input type="checkbox"/> Three letters of reference | <input type="checkbox"/> PSC-CUNY Welfare Fund Datasheet |
| <input type="checkbox"/> Original Transcript (highest degree) | <input type="checkbox"/> Retirement Program Election Form |
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Designation of Beneficiary -Unused Annual Leave |
| <input type="checkbox"/> Employment Packet – CUNY | <input type="checkbox"/> Group and Long Term Disability Benefits Insurance Card |
| <input type="checkbox"/> Personnel Information Form | <input type="checkbox"/> Death Benefit Beneficiary Designation Card |
| <input type="checkbox"/> Amended Constitutional Oath Upon Appointment | <input type="checkbox"/> BMCC ID/Account Requests |
| <input type="checkbox"/> Employee’s Withholding Allowance Certificate (W-4 and IT-2104) | |

If applicable, complete and return:

- | | |
|---|--|
| <input type="checkbox"/> Direct Deposit of Net Pay Enrollment | <input type="checkbox"/> TIAA-CREF Enrollment Kit |
| <input type="checkbox"/> Tax Certification for Foreign Nationals | <input type="checkbox"/> Transit Benefit Enrollment |

Please take time to familiarize yourself with the following:

- Benefit Information for Instructional Staff:
Choosing a pension plan, Health Plan costs and optional riders, etc.
- 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. If you have any questions about your appointment or payroll process, please call us at 212-220-8300.

Print Name

Date

Signature