

## FOR NEW HIRES

- Use a **Nomination form** for all academic appointments. Use a **blank PAF** for Visiting Student Interns-Research only.
- Standard building names at Fu Foundation School of Engineering and Applied Science should appear as:
  - i. [room #] S.W. Mudd  
- example: 544 S.W. Mudd
  - ii. [room #] Schapiro Center for Engineering and Physical Science Research
  - iii. [room #] Engineering Terrace
  - iv. [room #] Engineering Terrace Extension
  - v. [room #] Computer Science Building

<p><b>Documents for HRPC</b></p> <p>- Student officers must <u>never</u> receive a NYS 195.1 Form</p> <p>- Not required for nonsalaried positions: tax forms, NYS 195.1 Form, and I-9 Form</p> <p>- No W-9 Forms should be included in hire paperwork— person must have a Social Security number or receipt from Social Security Administration that they have applied for a Social Security number if they are to receive salary.</p>	<ul style="list-style-type: none"> <li>- <b>SSN receipt, if applicable</b></li> <li>- <b>W4 federal tax form</b></li> <li>- <b>IT-2104 NYS tax form</b> for NYC residents</li> <li>- <b>IT-2104.1 NYS tax form</b> for those who reside outside NYC</li> <li>- <b>NJ or CT State tax withholding form-</b> if applicable</li> <li>- <b>Form 8233 &amp; related forms-</b> for nonresident aliens applying for Tax Treaty Benefits, if relevant</li> <li>- <b>NYS 195.1 Dept of Labor Form-</b> student officers must <u>never</u> receive this form</li> <li>- <b>Annotate I-9 date on PAF</b></li> <li>- <b>Work Authorization/ I-9 verification documents for non-US citizens</b> <ul style="list-style-type: none"> <li>o US citizens- no I-9 verification documents necessary unless newly naturalized</li> <li>o Permanent Residents- copy of P.R. card</li> <li>o Nonresident Aliens- copies of visas and other related forms                             <ul style="list-style-type: none"> <li>▪ F-1: passport page, Visa, I-94, I-20. If on OPT copy of I-766 or receipt for OPT-STEM only</li> <li>▪ J-1: passport page, Visa, I-94, DS2019</li> <li>▪ H-1: passport page, I-94, I-797</li> <li>▪ O-1: passport page, I-94, I-797, and if applicable, I-129</li> <li>▪ TN: passport page, I-94, I-797</li> </ul> </li> <li>o Nonacademic (Officers of Administration, Support Staff, Casuals and Work Study) on visas or who are Permanent Residents and getting an academic appointment for first time should re-submit copies of visa documents</li> </ul> </li> <li>- <b>Race/Ethnicity Form</b> is required for all academic appointments. Should employee not wish to disclose, they should indicate on form that they “do not wish to self-identify”</li> <li>- <b>Invention Agreement Form</b> - for all F/T faculty, F/T &amp; P/T salaried researchers, F/T &amp; P/T postdoc research fellows, and student officers of research</li> <li>- <b>Annualization and Periodization Calculator</b>, if appointment is less than a year in length. Not needed for nonsalaried appointments.</li> <li>- <b>Active Position Number report</b></li> </ul>
<p><b>Documents for Provostial Records</b></p> <p>Not required for student officers:</p> <ul style="list-style-type: none"> <li>- Offer letter</li> <li>- CV</li> <li>- Proof of recent doctoral degree</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Faculty, Officers of Research</b> <ul style="list-style-type: none"> <li>- <b>Offer letter</b></li> <li>- <b>CV</b></li> <li>- <b>Proof of doctoral degree</b> required for those who received degree within the past two years, if relevant to appointment                             <ul style="list-style-type: none"> <li>o If no degree awarded yet, a letter from Dean’s Office or Registrar indicating that all requirements have been completed, dissertation has been deposited, and the degree will be conferred on a certain date.</li> </ul> </li> <li>- <b>Affirmative Action clearance</b> print-out for all F/T appointments, if applicable. The pages should show title, clearance type, proposed start date, and selectee name</li> <li>- <b>Authorization forms/ questionnaires-</b> if applicable                             <ul style="list-style-type: none"> <li>o Instructional Appointment Authorization form for administrators or researchers</li> <li>o Staff Associate questionnaire (approved version)- if new position</li> <li>o Award letter for Postdoctoral Research Fellows</li> <li>o Postdoctoral Incidental Career Development Activities Form</li> </ul> </li> </ul> </li> <li>- <b>Student Officers</b> <ul style="list-style-type: none"> <li>- <b>SIS/ SSOL record-</b> proof of F/T enrollment, NOT required for summer term</li> </ul> </li> </ul>

## FOR TRANSFERS & REAPPOINTMENTS

- When completing a PAF of someone who belongs in another administrative department, obtain the signature of administrative department on the PAF before submitting forms.
- For people transferring from CUIMC departments/schools, the signature of the administrative department and CUIMC payroll are required in addition to the appropriate Morningside approvals.

<p><b>Documents for HRPC</b></p> <ul style="list-style-type: none"> <li>- Student officers must <u>never</u> receive a NYS 195.1 Form</li> <li>- Not required for nonsalaried positions: tax forms, NYS 195.1 Form, and I-9 Form</li> <li>- No W-9 Forms should be included in transfer or reappointment paperwork— person must have a Social Security number or receipt from Social Security Administration that they have applied for a Social Security number if they are to receive salary.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SSN receipt, if applicable</b> (i.e., for nonresident aliens switching from nonsalaried to salaried)</li> <li>- If updating SSN, attach copy of signed SSN card and updated, relevant tax forms</li> <li>- <b>W4 federal tax form</b>- if none on file AND employee is switching from nonsalaried to salaried</li> <li>- <b>IT-2104 NYS tax form</b> for salaried employees who are NYC residents or those becoming NYC residents</li> <li>- <b>IT-2104.1 NYS tax form</b> for salaried employees changing residence to outside NYC</li> <li>- <b>NJ or CT state tax withholding form</b>- for salaried employees changing residence to NJ/CT or NJ/CT residents receiving salary for the first time</li> <li>- <b>Form 8233 &amp; related forms</b>- for nonresident aliens applying/reapplying for Tax Treaty Benefits, if relevant</li> <li>- <b>NYS 195.1 Dept of Labor Form</b> <ul style="list-style-type: none"> <li>o Not required for zero salary appointments and eComp reappointments. Student officers must <u>never</u> receive this form.</li> </ul> </li> <li>- <b>Work Authorization/ Visa Information for non-US citizens</b> <ul style="list-style-type: none"> <li>o For employees who have completed an updated I-9 due to a new or extended visa, provide copy of new/updated visa documents: <ul style="list-style-type: none"> <li>▪ F-1: passport page, Visa, I-94, I-20. If on OPT copy of I-766 or receipt for OPT-STEM only</li> <li>▪ J-1: passport page, Visa, I-94, DS2019</li> <li>▪ H-1: passport page, I-94, I-797</li> <li>▪ O-1: passport page, I-94, I-797, and if applicable, I-129</li> <li>▪ TN: passport page, I-94, I-797</li> </ul> </li> <li>o You need not (re)submit copies of I-9 verification documents for US Citizens or Permanent Residents being reappointed</li> <li>o Nonacademic (Officers of Administration, Support Staff, Casuals and Work Study) on visas or who are Permanent Residents and getting an academic appointment for first time should re-submit copies of visa documents</li> </ul> </li> <li>- <b>Race/Ethnicity Form</b>- required for a person moving from nonacademic position to academic appointment, or if individual is transferring departments <ul style="list-style-type: none"> <li>o Should employee not wish to disclose, they should indicate on form that they “do not wish to self-identify”</li> </ul> </li> <li>- <b>Invention Agreement Form</b> <ul style="list-style-type: none"> <li>o This form is for all F/T faculty, F/T &amp; P/T salaried researchers, F/T &amp; P/T postdoc research fellows, and student officers of research for whom no copy exists in the employee’s file</li> </ul> </li> <li>- <b>Annualization and Periodization Calculator</b>, if appointment is less than a year in length. Not needed for nonsalaried appointments.</li> <li>- <b>Active Position Number report</b></li> </ul>
<p><b>Documents for Provostial Records</b></p> <p>Not required for student officers:</p> <ul style="list-style-type: none"> <li>- Offer letter</li> <li>- CV</li> <li>- Proof of recent doctoral degree</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Faculty, Officers of Research</b> <ul style="list-style-type: none"> <li>- <b>Offer letter</b></li> <li>- <b>CV</b>- for changes in title or additional degrees as well as if break in service more than a year</li> <li>- <b>Proof of doctoral degree</b> required for those who received degree within the past two years, if relevant to appointment <ul style="list-style-type: none"> <li>o If no degree awarded yet, a letter from Dean’s Office or Registrar indicating that all requirements have been completed, dissertation has been deposited, and the degree will be conferred on a certain date.</li> </ul> </li> <li>- <b>Affirmative Action clearance</b> print-out for all F/T appointments, if applicable. The pages should show title, clearance type, proposed start date, and selectee name</li> <li>- <b>Authorization forms/questionnaires</b>- if applicable <ul style="list-style-type: none"> <li>o Instructional Appointment Authorization form for administrators or researchers</li> <li>o Staff Associate questionnaire (an approved version)- if new position</li> <li>o Award letter for Postdoctoral Research Fellows</li> <li>o Postdoctoral Incidental Career Development Activities Form</li> </ul> </li> </ul> </li> <li>- <b>Student Officers</b> <ul style="list-style-type: none"> <li>o <b>SIS/ SSOL record</b>- proof of F/T enrollment, NOT required for summer term</li> </ul> </li> </ul>