

## Getting Started

You must complete certain New Employee Paperwork on or before your first day of work. In order to ensure that you have completed all the necessary items for employment and payroll we recommend that you visit us at the Office of Human Resources. If you are unable to do so please call our staff at 718-518-6650 to discuss how to complete the required documentation. Failure to complete the required paperwork will lead to a delay in your paycheck, benefits enrollment as well as other employment issues. In addition, you will not be established as an employee with access to Hostos email and other systems tools. The following table lists the New Hire Paperwork and Documentation requirements:

**Please Note:** IRS regulation and the Federal Employers Handbook of 1998, requires that every employee's payroll name must exactly match their Social Security card to prevent misdirected social security funds. To verify this, HR must see your original Social Security card and make a copy for your file.

<b>Getting Started Guide</b>		
<b>Required Document</b>	<b>What is it?</b>	<b>What you need to do</b>
<b>Being Offered the Position</b>		
<ul style="list-style-type: none"> <li>Offer Letter or Appointment</li> </ul>	This letter confirms your employment and start date and initiates your payroll record.	Sign and submit promptly after receipt.
<b>Payroll Set-up</b>		
<ul style="list-style-type: none"> <li><a href="#">Employee Information Form</a> <ul style="list-style-type: none"> <li><a href="#">W-4 Form</a></li> </ul> </li> <li><a href="#">I-9 Work Authorization Form &amp; Supporting Documents</a> <ul style="list-style-type: none"> <li><a href="#">Direct Deposit Authorization form</a></li> </ul> </li> <li>Social Security Card -OR-           <ul style="list-style-type: none"> <li>Alien Registration Receipt Card (for <a href="#">Resident Aliens</a>)</li> </ul> </li> </ul>	The first three documents are required to be completed by all employees. <a href="#">Direct deposit</a> is optional but highly recommended. Your Social Security Card <i>OR</i> Alien Registration Receipt Card is required for HCC-specific documentation and must be brought to HR with your completed documents.	Complete documents and bring to HR along with the required identification documents as outlined in the I-9 form <i>AND</i> your Social Security Card <i>OR</i> Alien Registration Receipt Card.
<b>Additional Requirements for Non-Resident Aliens</b>		
<ul style="list-style-type: none"> <li>Review information on <a href="#">Non-Resident Alien Tax Treaties</a></li> </ul>	Non-US citizen who holds a VISA. Some VISAs allow the holder to work with the proper authorization. Non-Resident Alien employees are subject to <a href="#">Federal and State income taxes</a> and may be exempt from FICA withholdings. There are restrictions imposed when completing the <a href="#">Form W-4</a> due to Internal Revenue Service filing options for NRAs. You may refer to <a href="#">IRS Topic 851</a> for additional information.	Complete the required forms and bring to HR with your other required documents.
<b>Benefits Enrollment</b>		
<ul style="list-style-type: none"> <li>Enroll in <a href="#">Healthcare &amp; Other Benefits</a></li> <li>Visit the <a href="#">Benefits</a> page</li> </ul>	Eligibility for employee health insurance, participation in pension plans, and other benefits is determined by an employee's	Enroll by completing, signing and submitting paper forms to HR. You must enroll within 30 days of your eligibility dates. Midyear

<p>for more information on <a href="#">Core Benefits</a>, <a href="#">Optional Benefits</a> and <a href="#">Retirement Benefits</a>.</p> <ul style="list-style-type: none"><li>• CUNY open enrollment is the entire month of November</li><li>• Check your <a href="#">Eligibility</a><ul style="list-style-type: none"><li>• You can enroll immediately in a <a href="#">voluntary retirement plan</a></li></ul></li></ul>	<p>title and appointment status.</p>	<p>changes can be made for qualified life events and must be completed within 30 days of the life event.</p>
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