
PROTOCOL ON PERSONNEL AND PAYROLL PROCESSING OF NEW APPOINTMENTS

In order to establish a clear link among the College's stated mission, its recruitment efforts, its needs to comply with statutory/university regulations and its budget planning and control initiatives, it is of outmost importance that proper procedures are observed to ensure that no person is put on payroll or paid salaries before approvals and mandated employment documentations are in place. The following must be on file in the Personnel Office prior to any Payroll action:

- Approved Recruitment Authorization Form
- Approved PAR
- P&B recommendation and Presidential approval (faculty)
- University approvals on position that requires it (211 Waiver, overloads, new appointments in certain titles, certification from a list, etc.)
- Application form/resume
- I-9 (Employment Eligibility Verification Form)
- Amended Constitutional Oath Upon Appointment
- Affirmative Action Survey
- Fingerprinting documentation (classified staff)
- Payment of filing fees (classified staff)
- Workload report (instructional staff)
- Proof of educational qualifications (degree, diploma)
- Proof of required certification of license (as appropriate)
- W-4, IT 2104, other documents required by Payroll
- Approved Recruitment Plan (from Affirmative Action Officer)

Incomplete employment packages will be returned to the appropriate department(s) for further processing. A memo (sample attached) identifying the missing document(s) or explaining the breach in the procedure will also be sent by the Personnel Office.

Adherence to this protocol requires that each department make careful plans about its staffing requirements. Since no funds can be released without proper approvals and documentation, it must be understood that no retroactive salaries will be processed to pay employees who were allowed to work despite absent of deficient employment documentation.

Attachments: Recruitment Authorization Form (sample)
 Employment Paperwork Completion Memo (sample)
 Due Dates for PARs and Amendments (will be updated periodically)

HOSTOS COMMUNITY COLLEGE
The City University of New York

RECRUITMENT AUTHORIZATION

Please submit with the following attachments: Job Description
Organization Chart
Letter of Justification

Department _____

Functional Title _____

Payroll Title _____

Salary (or Range) _____

Starting Date _____ to Ending Date _____

If Replacement, for whom? _____

If Substitute, for whom? _____

Submitted by: _____
Department Chair _____ Date _____

Endorsed by: _____
Dean _____ Date _____

Reviewed by: _____
Personnel Officer _____ Date _____

Reviewed by: _____
Affirmative Action Officer _____ Date _____

Reviewed by: _____
Budget Officer _____ Date _____

Position Line # _____

APPROVED: _____
President or Designee _____ Date _____

PLEASE RETURN COMPLETED FORM TO PERSONNEL DEPARTMENT RECRUITMENT PLAN



Eugenio Maria de **Hostos Community College**
of The City University of New York

MEMORANDUM

TO: _____ Employee
_____ Supervisor
_____ Department Head/Chair
_____ Dean
_____ Legal Counsel/Labor Designee
_____ Affirmative Action Officer

FROM: Personnel Department (Officer's Initials: _____)

DATE: _____

SUBJECT: Employment Paperwork for _____

The Personnel Department is unable to continue the processing of the attached paperwork because one or several of the items checked below have not been submitted:

- _____ 1-9 (with supporting documents)
- _____ Employment Application
- _____ Current resume
- _____ Job description
- _____ Recruitment Authorization
- _____ Affirmative Action Survey
- _____ Oath of Allegiance
- _____ PAR
- _____ Department Head/Chair's approval
- _____ Dean's approval
- _____ Budget Officer's review
- _____ Affirmative Officer's review
- _____ President's approval
- _____ Workload report
- _____ Proof of educational qualification (degree, diploma)
- _____ Proof of required certification or license
- _____ W -4, IT 2104, other documents required by Payroll
- _____ P&B approval

Other(s): _____

Kindly submit the missing document(s) as soon as possible. By law and by University regulations, we can only authorize employment and effect payroll action and changes upon completion of all required documentation. Thank you.