

Name: _____ ☐ New Hire/Rehire ☐ Transfer ☐ Promotion ☐ Other

***Items to complete prior to the employee's first day of work**

- ☐ Create UNI
 ☐ Complete and Submit new Hire Logistics Form
- ☐ Order Desk, Phone, and other Office Equipment as needed

HIRING DOCUMENTS
Submitted as Attachment with TBH / PAF In this Specific Order

- ☐ TBH / Blue PAF / Paper Nomination. If working outside of US, use paper nomination.
- ☐ Letter from department chair or center director to Dean Linda Fried
- ☐ If OOR, submit to SRC (if salary is above School review point)
- ☐ NYS Labor Law Section 195 acknowledgement form, completed (except for Fellows)
- ☐ Pre Hire Attestation Form
- ☐ Invention Agreement (FT – OOI, FT/PT OOR)
- ☐ Curriculum Vitae (CV)
- ☐ Proof of Degree (if received within two years of appointment); for all academic appointments, in absence of copy of degree, letter from the Registrars or Dissertation Officer is the only acceptable proof
- ☐ Approved Position Classification Form (P.C.F.) – (Senior / Staff Associates only)
Part-time Staff Associate - if appointment is required as part of the academic studies/degree - submit letter from the University specifying this and indicate the following in the Chair's letter to waive the PCF: I am requesting that the PCF be waived since the appointment is related to her academic studies/degree.
- ☐ Affirmative Action Clearance/RAPS approval form (FT only); confirmation of outside posting (FT- Assistant Professor and above or Associate Research Scientist)
- ☐ Copy of Offer Letter to Candidate (FT only)
- ☐ Voluntary Self-Identification of Race and Ethnicity
- ☐ **If working outside the US, review International Hiring Checklist; must have memo/email approval from International Hiring Review Committee prior to hire. International Hiring - please use nomination form**

TAX AND VISA DOCUMENTS
Submitted as Attachment with TBH / PAF In this Specific Order

- ☐ **Tax Forms (salaried Only):**
 - ☐ W-4 ☐ IT-2104 ☐ IT-2104.1 (non NYC resident only)
 - ☐ IT-2104.E (if claiming tax exemption)
 - ☐ CT or NJ, use respective state tax forms
 - ☐ **If on Visa, or Permanent Resident, copy of validated documents:**
 - ☐ Passport ☐ Visa ☐ I-94 ☐ I-20 ☐ DS-2019 ☐ Employment Authorization Document (EAD)
 - ☐ Permanent Resident Card
 - If on J-1, validated DS-2019
 - If on H-1B, Submit H-1B form to IAO for Salary, Title, Department Change and/or Termination plus copies of Passport, I797 form and I-94-card
 - If on G-4, Confirm Dependent status, and Submit EAD
 - ☐ If Applicable - Receipt of Application for Social Security Card, if Temporary Social Security Number is on forms.
 - ☐ If international, IRS Form 673 Statement for Claiming Exemption from withholding on Foreign Earned Income Eligible for the Exclusion(s) Provide by Section 911 and attestation stating that employee lives/works outside US.
- Original Form 673 must be sent to CUMC Payroll (even if TBH)**

MSPH DOCUMENTS

I-9

Submitted as Attachment with TBH / PAF In this Specific Order

- ☐ New Hire Personal Information Form
- ☐ Emergency Contact Form
- ☐ Invitation to Self-Identity (Disability / Veteran status – Optional)
- ☐ Confirmation of Welcome Program Invitation from Department.
- ☐ Medical surveillance scheduled date, if applicable
- ☐ Job Approval Form, Financial Statement, Job Description
- ☐ Health Insurance Eligibility Form and Attestation Form (Post-doctoral Research Fellows only) – must appoint via paper nomination
- ☐ Stipend Authorization Form (Post-doctoral Research Fellows only)
- ☐ Mentor assignment for Assistant Professors: _____
- ☐ I-9 processing completed online (salaried only-attach copy of Employment Authorization Document (EAD) and Passport and/or Permanent Resident Card); if F-1, need I-20 form with Practical Training approval