

PRINT AND SIGN FORMS (PDF) – Classified

Personal Data Form

The Personal Data Form is used to record or change an employee's personal information (name, address, residence status, education). This form must be completed for all new hires.

Employment Eligibility – Form I-9

Form I-9 verifies your employment eligibility. Bring the original documents verifying your employment eligibility with you on your first day of work. A list of acceptable documents is attached to the I-9 form.

Form W-4

Form W-4 is required so that CUNY can withhold the correct federal income tax from your pay. Instructions for filling out the form are on the W-4 form. Consult with your accountant or tax adviser about the number of exemptions that you should claim.

Form IT-2104

Form IT-2104 is required by the New York State Department of Taxation and Finance and by the City of New York to advise your employer how much New York State (and New York City and Yonkers) tax to withhold from your pay. If you do not file Form IT-2104, CUNY may use the same number of allowances you claimed on your Federal form W-4. Consult with your accountant or tax adviser about the number of allowances you should claim.

Direct Deposit

All Employees: If you want to have your biweekly salary deposited directly your bank account(s), fill out the *Direct Deposit Form*. For a checking account, bring the completed form with you along with a voided check.

Senior College Employees Only: If the account is a savings account, take the form to your bank and have a representative fill it out. Note that if you have a joint account, the form must be signed by both parties.

If you close or change your bank account, you must advise us immediately. The "Authorization for Cancellation by Employee's College for Direct Deposit" authorizes CUNY to cancel your direct deposit upon ten days written notice, in case your bank account is closed without advice.

IT Security Form

Please read the IT Security policy then print and sign the acknowledgement form and bring it with you on your first day of work.

CUNY Employment Application - Part Three: Certification of Prior NYS or NYC Public Service, Collection of Public Pension Funds

The New York State Retirement and Social Security Law Requires retirees of a public pension plan within the State or City of New York to disclose prior public employment and pension plan history to The City University of New York for the purpose of establishing a retiree's eligibility for employment. Failure to disclose such information can result in the suspension or diminution of the retiree's public pension benefits.

CUNY Employment Application - Part Four: License or Professional Registration Verification

Licenses and professional registrations may be required for certain titles. Candidates for employment who are required to have a current license or professional registration must submit this form at the time of hire, prior to any appointment. Copies of license or registration may be required. Employees are responsible for maintaining current license/professional registration and must update their records in the office of human resources

Amended Constitutional Oath Upon Appointment

New York State Education Law Section 3002 and New York State Civil Service Law Section 62 require CUNY employees to attest that they will faithfully discharge their duties. Please print and sign this form and bring it with you on your first day of work.

CUNY Employment Policies

Please read each of the required policies by clicking on the appropriate link, then print the acknowledgement form and bring it with you on your first day of work.

External Employment Form – Classified Staff

It is the policy of the City University of New York that an employee hired to fill a full-time position at CUNY shall hold that position as his or her primary employment. Any full-time external employment shall require the explicit written prior approval of the employee's Department Head, the College's Director of Human Resources, and the College President, subject to regulations.