To: New College Assistants and Tutors  
From: Vickie Shankman, Assistant Director, Human Resources  
Subject: Processing of New College Assistants and College Assistants/Tutors

Welcome To Bronx Community College.

ALL items listed below must be received by Human Resources before processing of applications can begin.

College Assistants/Tutors cannot begin working prior to receiving authorization from the Department of Human Resources.

☐ Applications for employment including $15.00/$25.00 application fee ($15.00 for hourly rates of $17.80 or below/$25.00 for hourly rates of $17.81 or greater) made payable to: CUNY (must be POSTAL MONEY ORDER).
☐ Receipt for Fingerprinting Services – See Instructions  
☐ Original Social Security Card and Photo ID  
☐ I-9 Form along with documents requested (Including Permanent Resident Card if applicable)  
☐ W-4 (Federal Employee’s Withholding Allowance Certificate)  
☐ IT-2104 (City/State Employee’s Withholding Allowance Certificate)  
☐ Conviction Notice and License Registration Form (OFSR-602a)  
☐ Affirmative Action Form  
☐ Emergency Contact Form  
☐ Agency Shop Fee Agreement  
☐ Direct Deposit Enrollment Form  
☐ Computer Use Policy  
☐ NYS Oath

*Tutors who are Full-Time Bronx Community College students (12 credits or greater) must bring their current validated Bursar and Registration Receipts.

It is the responsibility of the individual and the department to send all the required forms to the Human Resources Department. Failure to submit all necessary forms will result in a delay in the production of paychecks.

Please contact the Office of Human Resources if you have any questions: 718-289-5119.

All Departments: CA Forms must be filled out using the following effective fiscals periods:  
July 1st through June 30th for annual reappointments

ALL CA FORMS (INCLUDING REAPPOINTMENTS) MUST BE SIGNED BY THE APPROPRIATE DIVISIONAL DEAN/VICE PRESIDENT AND SENT TO THE BUDGET OFFICE. AFTER BUDGET PROCESSING. FORMS WILL BE FORWARDED TO THE HUMAN RESOURCES DEPARTMENT.