BRONX COMMUNITY COLLEGE

Office of Human Resources
South Hall, Room 106

2155 University Avenue
Bronx, New York 10453
P: 718.289.5119
F: 718.289.6000

Dear New Employee,

Welcome to Bronx Community College.

Congratulations on your appointment to our campus. In order to facilitate your onboarding to the BCC community, you will need to complete the New Hire Documents and submit the forms to the Office of Human Resources.

This offer of employment is conditional upon satisfactory completion of all verifications, including but not limited to confirmation of academic and professional credentials, necessary employment and background checks, fiscal ability and approval by the CUNY Board of Trustees.

The Bronx Community College onboarding process has five steps:

1. Navigate to the Bronx Community College Onboarding webpage for titles including *Executive Compensation Plan and Instructional Staff (Full and part-time faculty, CLTs and HEO Series*: http://www.bcc.cuny.edu/HumanResources/?page=Printable_Forms

2. Print and complete the **CUNY Application Form** based on your status (full or part time)

3. Print and complete the **Employment Record & Payroll Forms**.

4. Schedule an onboarding appointment with your department's liaison:
   Departments A-G: Arelis.Fernandez@bcc.cuny.edu; Tel.: 718.289.5123
   Departments H-W: Elizabeth.Rivera@bcc.cuny.edu; Tel.: 718.289.5114

   The scheduling process has been designed to provide you with the flexibility to attend a processing session at your earliest convenience, **but must be done no later than your proposed start date**.

5. Bring all completed forms and provide the documents listed below at your onboarding appointment.

Only Original Documents will be accepted

- Documents to complete Form I-9. A list of acceptable documents is included on page three of Form I-9.
- Social Security card (required by the NYS Comptroller's Office).
- Original diploma and any licenses and/or certifications required for your position.
- Direct Deposit (Optional) - A voided check must be submitted with your direct deposit form or Section C of the form must be completed by your financial institution. Please note that all joint account holders (checking or savings) must sign the bottom of the direct deposit form. (A bank statement is also acceptable).

A comprehensive benefits package is available to full-time faculty and staff members provided you meet certain eligibility requirements. For more information, please contact our campus Benefits Specialist, Purysabel Uregar at Purysabel.Uregar@bcc.cuny.edu. For more information about the PSC/CUNY Collective Bargaining Agreement, you can visit the website at www.psc-cuny.org.

We look forward to meeting you.

Sincerely,

Marta Clark

Marta Clark
Executive Director
Office of Human Resources

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Full-Time & Adjunct Faculty, Full-Time & Adjunct College Laboratory Technicians, Non-Teaching, Instructional Staff (Heo Series), Non-Teaching Adjuncts Hiring Documents

New hires **may not** begin work until the appropriate I-9 documents, academic transcript/diploma and social security card have been verified by the Office of Human Resources. **Bring ORIGINAL documents for verification. Missing documents or copies will delay the hiring process.**

Please use the checklist below for the completion/submission of forms required to process your employment. Processing will be done in the Office of Human Resources, **South Hall Room 204 B**. Please call to schedule an appointment – **Monday through Friday, 9:00 a.m. – 5:00 p.m.**

CHECKLIST

HR	
	Employment Eligibility:
☐	☐ Employment Eligibility Verification Form (I-9) with ORIGINAL documents, as listed.
☐	☐ Original degree or diploma to be presented to HR for verification. HR will keep a copy of the document.
	Employment Record:
☐	☐ CUNY Application for Employment
☐	☐ Curriculum Vitae/Resume
☐	☐ 3 Professional references letters must be e-mailed or mailed directly from source to your department's liaison.
☐	☐ Amended Constitutional Oath
☐	☐ Authorization to Release Reference Information
☐	☐ Personal/Affirmative Action Data Form
☐	☐ Memo for Computer Use Policy
☐	☐ Designation of Beneficiary Form
☐	☐ Official sealed transcript mailed from degree granting institution. **Individuals who have degrees from outside the United States must have it evaluated by an accredited evaluation agency. Please see list of accredited agencies: http://www.cs.ny.gov/jobseeker/degrees.cfm. The evaluation is to be paid for by the employee.**
	Payroll Documents:
☐	☐ Federal Withholding Tax Form (W-4)
☐	☐ NY State Withholding Tax Form (IT-2104)
☐	☐ Direct Deposit Enrollment Form with voided personal check/ bank statement.
☐	☐ Original Social Security Card must be presented for verification. Copies will not be accepted.

Signature X _____ ***Date:*** _____

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