

Non-Tax Levy Entities Hiring Procedures

Hiring Office Must Provide These To The Office Of Fiscal & Business Services Center (FBSC):

1. Appointment Form

- The appointment form must be provided 8 business days before start date
- There must be a start and end date (all employees require a new appointment form each fiscal year of continued work)
- The form must be signed by an authorized signature for the account
 - BCF appointments of \$2500 or more must be signed by the secondary authorized signature
- Include payroll dates and amounts for scheduled payments
- If a contract is made, the original must be given for the employee file

2. Department of Labor Form (DOL)

The hiring department must fill out form; form may not be altered

- Professors/teachers and salaried employees are Exempt, hourly employees are Non-Exempt
- If an over-time rate is applicable, the minimum rate is 1.5x the hourly rate

3. Employee Payroll Action Checklist (EPA)

Hiring department to fill out all applicable sections

Hiring Department Must Provide New Hire with These Forms and Information:

These forms will be collected at the time of the I-9 appointment. Appointment can be made 3 days after the Appointment Form, DOL Form and EPA Checklist have been provided to FBSC.

- 1. Federal Withholding (W-4 Form)**
- 2. New York State Withholding (Form IT-2104 or IT-2401E)**
- 3. Direct Deposit Form** (Not valid for lump-sum payments)
- 4. Employee Personnel Form**
- 5. Inform new hire to bring Social Security Card to I-9 Appointment**
- 6. If Non-Resident Alien - at time of I-9 Appointment New Hire must provide:**
 - **Passport, Visa and Form I-94 or Form I-94A**
- For admission of foreign nationals with non-immigrant visas
 - **Form I-20 Certificate for Eligibility of Non-immigrant Students**
- Supporting information for issuance of the student visa in the foreign passport
- 7. Appointment for Employment Eligibility Verification (Form I-9 on the E-Verify System)**

During the Appointment, FBSC will:

- Collect all tax forms, Direct Deposit, and the Employee Personnel Form
- Review any corrections needed with the new hire at the time of appointment
- Verify I-9 with the new hire on the E-Verify system
- Go over any requested information from the department (listed on the EPA checklist)

SUBMIT FORMS TO:
Fiscal & Business Services Center
Non-Tax Levy Entities
HR & Payroll Services, Room 1146

NEED HELP?
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