Human Resources Workshop Preparation

NOTE: This information is provided only for your reference. All questions must be directed to the Graduate Center Office of Human Resources.

The Office of Human Resources holds a Workshop to allow students who are teaching prepare all of the required employment forms. In Fall Semester Workshops are held during the One-Stop Session. After the Session, and at other times of the year, Students must sign up for a Workshop in the Human Resources Office, Room 8403.

NOTE: You must bring ORIGINAL documents with you. The Office of Human Resources cannot accept copies.

1. **GLACIER**
   a. Register for your GLACIER Account in the Bursar Office
   b. Complete the tax status determination screens in your GLACIER Account

2. **Tax Status**
   a. If GLACIER determines that you are a **Non-Resident for Tax Status**, complete the required forms by following the **instructions below**.
   b. If GLACIER determines that you are a **Resident for Tax Status**, complete the required forms by following the **instructions on the forms** themselves.

3. **Non-Resident Tax Status**
      1) Item #3 – Mark single – regardless of your actual marital status.
      2) Item #5 – Claim only one (1) allowance. (Do NOT use any of the worksheets on the form.)
      3) Item #6 – Write **Non-Resident Alien** on the dotted line. (Do not write any dollar amount.)
      4) Item #7 – Leave blank. (Do not claim any exemption from withholding.)
   b. **Form IT-2104 – Employee Withholding Allowance Certificate – (New York State Withholding)**
      1) Mark “Single” or mark “Married but withhold at the single rate” – as appropriate.
      2) Item #1 – Mark 0 (zero) allowances. (Do NOT use any of the worksheets on the form.)
      3) Leave all items #2 through 6 blank
   c. **Form I-9 – Employment Eligibility Verification**
      Complete Section 1. Employee Information and Verification:
      1) Complete all personal information.
      2) If you do not have a Social Security Number, write **Applied For**.
      3) In the section “I attest, under penalty of perjury...” Mark “An alien authorized to work”, and enter the 11-digit number from your I-94 card.
      4) For expiration date, write the “complete studies by” date from item #5 on your I-20.
      5) Sign and date the form.
      Give the form and All Original Copies of your I-20, I-94 and passport to the HR Representative.

4. **CUNY-NYSHIP Insurance**
   To sign up for CUNY-NYSHIP insurance (if your CUNY employment makes you eligible) follow the instructions given in the Workshop.