

Information Sheet for Human Resources Documents

Below is some general information on each of the forms you must complete and submit in order to be paid for your graduate assistantship.

For questions about the forms, contact Human Resources at hr-ga@gc.cuny.edu.

1. Human Resources Checklist

- a. This form should be signed and submitted with the other forms

2. W-4 Federal Tax Form

- a. The Graduate Center is not able to provide tax advice, for questions please refer to www.irs.gov or a financial adviser.
- b. Students who are not already in New York should use their current address and provide a change of address form to HR as soon as they have an updated New York address.

3. IT- 2104 State Tax Form

- a. For questions refer to: <https://www.tax.ny.gov/forms/current-forms/it/it2104i.htm>

4. Direct Deposit Form

- a. The agency/dept code is 70090.
- b. This is payroll direct deposit which is separate from Financial Aid/CUNYFirst direct deposit.
- c. Direct Deposit may not go into effect for your first paycheck
- d. Voided check or bank authorization is required for all direct deposit enrollment

5. I-9 Employment Eligibility Verification Form

- a. Along with this form, please provide original documents you are using for verification, (see p. 4 for list of acceptable documents) during the in-person orientation session.
- b. The HR office must view the original documents at your onboarding meeting
- c. [I-9 Instructions and Information](#)
- d. [Memo on Compliance with Federal Employment Eligibility Certification Procedures](#)

6. Social Security Card

- a. Original card must be shown during orientation for payroll purposes

7. Employee Data Collection Form

- a. In most cases new Graduate Assistants are Graduate Assistant Bs or Ds. Your appointment letter will specify your title.
- b. Your “department” is your doctoral program and your work address is “the Graduate Center”

8. Emergency Contact Information Form

- a. For international Students, it is best to list an emergency contact local to NY or the United States (a relative or a friend)

9. Release of Information Form

- a. [Release of Information Memo](#)
- b. Used in the event of a request for employment verification

10. Amended Constitutional Oath Form

- a. This is a required form

11. Graduate Assistantship Appointment letter

- a. This letter will be emailed to you directly in late July, please watch your admissions email for the letter and instructions.
- b. For questions about the appointment or appointment letter, contact: Office of the Provost, Anne Ellis at aellis@gc.cuny.edu and Rosa Maldonado at Rmaldonado@gc.cuny.edu
- c. [Graduate Assistant Fact Sheet](#) and [Graduate Assistantships](#)

Additional Human Resources Informational Materials:

- [Insurance Marketplace and Employer Healthcare Information](#)
- [Payroll Calendar](#)
- [Commuter Card Information](#)
- [Union Membership Information](#)

12. NYSHIP Health Insurance Enrollment Form

- a. This form is only required if you are enrolling in the NYSHIP Health insurance plan (optional)
- b. For questions about the NYSHIP form, please see the *information* below or *contact* healthinsuranceinfo@gc.cuny.edu
- c. If you are enrolling in the family plan, you may need to provide additional documents
 - i. [2023 NYSHIP Benefits](#)
 - ii. [sample enrollment form](#),
 - iii. [coverage and provider](#) list.

Information for International Students

- a. All international students will be processed in-person
- b. All hiring documents must be completed and submitted during in-person orientation session.
- c. SPRINTAX and tax documents should be submitted together and must be accompanied by original social security card
- d. Students without valid social security cards must wait until they receive their social security card before submitting their SPRINTAX and tax documents
- e. All documents will require a US address
- f. A change of address form must be submitted whenever a student changes residence