

Congratulations on your employment with the State University of New York at New Paltz. We look forward to helping make your transition into the SUNY New Paltz community as pleasant as possible.

- Appointment Letter**  
Please read and review, mark the decline/accept appointment area as appropriate, then sign and date the form and return it with any other required employment documentation enclosed.
- Personal Information Form\*** (Disregard if already completed with hiring dept.)  
Please complete form in its entirety. Missing or ambiguous information will delay processing your record on the SUNY Payroll System.
- Employment Verification Form (I-9)\*** (disregard if already completed with hiring dept.)  
*New employees:* In accordance with Department of Homeland Security regulations, employers must examine evidence of identity and employment eligibility within three (3) business days from date of hire. Please report to Human Resources in HAB 203 with the appropriate **original** documents needed for completion of the form. A list of acceptable documents that can be used to establish identity and employment eligibility is printed on the back of the I-9 form. If you are either of the following: not a U.S. Citizen or Permanent Residents of the U.S., please contact Human Resources at (845) 257-3171.
- State Employee Statement in Lieu of Oath Pursuant to Civil Service Law §62 and Public Officers Law §78 Certificate**  
*NOTE:* Form requires your printed name and two signatures.  
  
Appointee must sign both the State Employee Statement in Lieu of Oath at the top of the form and the Public Officer's Law §78 Certificate at the bottom of the form.
- Federal Tax Form (W-4)**  
*New employees:* Please complete applicable sections 1 through 7 (section 6 only for additional tax to withhold, section 7 only if filing exempt), and sign and date the form. If needed, use page 2 of the form as a worksheet.
- State Tax Form (IT-2104)**  
Please complete all personal data at the top of the form (IT-2104), all applicable sections 1 through 5, and sign and date the form. Use the attached worksheet as needed. To file exempt from state taxes, a separate form (IT-2104E) is required.
- Retirement Program History Sheet**  
This form is used to communicate prior participation in a retirement system. Please complete, sign and date the form.
- Retirement & Social Security Law Information & Acknowledgement Form**  
This form should only be completed by employees who have retired from a public retirement system within New York State. This is necessary for tax and compliance purposes. The form is provided for public retirees, and is also available online at [www.newpaltz.edu/hr/benefits\\_forms.html](http://www.newpaltz.edu/hr/benefits_forms.html). Please complete, sign and date the form.

**Direct Deposit Form**

Direct Deposit is not a requirement but is highly recommended. Paychecks are shipped from Albany and delays are unforeseen.

To have your check deposited directly into a designated account, please complete the form in its entirety. For checking account direct deposit, include a voided check as instructed on the form. This form can be downloaded at: [www.newpaltz.edu/payroll/forms.html](http://www.newpaltz.edu/payroll/forms.html).

## **Employment Information**

**The State University of New York Policies of the Board of Trustees**

These policies shall constitute rules of the Board of Trustees for the government of the University and the institutions therein regulating the matters contained therein as authorized by law.

[www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf).

**Agreement between the Civil Service Employees Association, Inc. and the State of New York**

The latest agreement dated from July 2, 2011 – July 1, 2016 can be found at:

(OSU) [www.goer.ny.gov/Labor\\_Relations/Unions\\_Units/cseaosu.cfm](http://www.goer.ny.gov/Labor_Relations/Unions_Units/cseaosu.cfm)

(ASU) [www.goer.ny.gov/Labor\\_Relations/Unions\\_Units/cseaasu.cfm](http://www.goer.ny.gov/Labor_Relations/Unions_Units/cseaasu.cfm)

**Paychecks**

As a result of a lag in the New York State payroll system, paychecks are issued approximately one month after **completed** employment documentation is received by the Office of Human Resources.

**SUNY New Paltz Identification Card and Parking Permit Information**

Please contact your immediate supervisor for this information (a Banner ID is required).

Any questions may be directed to the Office of Human Resources at (845) 257-3171.

***Welcome to SUNY New Paltz***