

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.

Time sensitive documents are required to successfully appoint you as a New Paltz employee. Please return all required documents as soon as possible to ensure timely paychecks.

- Part time Academic Appointment Request**  
Providing this form for your records.
- Appointment Letter**  
Please read and complete the bottom portion of the letter, and return it with the other required employment documentation.
- Memorandum of Understanding**  
Please read and complete the bottom portion of this form and return it with the other required employment documentation.
- Employment Application** \*if previously completed please disregard this application  
Please complete this application in its entirety.
- Personal Information Form**  
Please complete form in its entirety. Missing or ambiguous information will delay processing your record on the SUNY Payroll System.
- Department of Homeland Security Form (I-9)**  
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.

*Non-Citizens:* Employees who are not U.S. citizens or permanent residents of the U.S. should contact Human Resources at (845) 257-3171 to make an appointment to complete their I-9 as soon as possible. Additional and specific documentation that is required to satisfy the I-9 will be discussed prior to the appointment.

- 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 Officers Law §78 Certificate at the bottom of the form.

The Public Officers Law book can be found within the hiring documents.

- Federal Tax Form (W-4)**  
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. If you answer Yes to any of the questions on the form, it is important that you provide the information requested. Please complete, sign and date the form.

**Retirement & Social Security Law Information & Acknowledgement Form (RSSL)**

This form is provided for public retirees and should be completed only by employees who have retired from a public retirement system within New York State. This is necessary for tax and compliance purposes. Please complete, sign and date the form.

*NOTE:* If you are not retired from a public retirement system, please do not complete or submit this 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.

**Veteran Status Form**

Submission of this information is voluntary.

**Dual Employment/Extra Service Approval Form**

\*if applicable

## 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 United University Professions and the State of New York**

The latest agreement dated from July 2, 2011 – July 1, 2016 can be found at: [www.uupinfo.org](http://www.uupinfo.org).

**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 Banner ID, Identification Card and Parking Permit Information**

Please contact Human Resources for a Banner identification number.

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

*Welcome to SUNY New Paltz*