

**GRADUATE ASSISTANT HUMAN RESOURCES ORIENTATION CHECKLIST**  
**CUNY The Graduate Center**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

**ORIENTATION DOCUMENTS:** (Please bring the completed forms with you to the orientation)

- Employment Eligibility Verification - Form I-9**
- W-4 / IT-2104**
- Direct Deposit**
- NYSHIP Health Insurance Enrollment**
- Personnel Data Survey**
- Emergency Contact Information**
- Release of Information**
- Amended Constitutional Oath Upon Appointment**
- Email Notification Form**
- Workload Reporting Form**

**POLICIES & INFORMATION:** (Distributed during orientation)

**Statement of Policies:** Equal Opportunity Employment Program  
Hiring and Retention of Individuals with Disabilities  
Veterans and Veterans of the Vietnam Era with a Disability  
Affirmative Action Program for Individuals with a Disability

**Statement of Non-Discrimination**

**Affirmative Action/Equal Opportunity Employment**

**Sexual Harassment Policy**

**CUNY No-Smoking Policy**

**You Have a Right to Know**

**Security Policies and Crime Reporting Procedures**

**Jury Duty**

**Snow Emergency Closing Procedures**

**Fire Safety and Emergency Evacuations**

**Employment Discrimination Complaint Procedure**

**Domestic Violence and The Workplace Policy & Procedures**

**Workplace Violence Policy**

**The Ombuds Office**

**Agency Shop Fee Deductions**

**Employee Notice of Work Related Injury or Illness**

**Payroll Calendar**

**CUNY Transit Benefit Transportation Spending Account**

**AGENDA:** (Discussed during orientation)

Review required forms to be completed.

**Health Insurance**

**Workload Reporting Form:** Requires submission each semester in the program

Deadline to submit form for current semester

Reporting hour limitations

Report any assignment changes to Human Resources

Consult with Human Resources before accepting an Adjunct assignment

**Change of Personnel Data or Employment Status to be done in writing:** Important to maintain communication with Human Resources (example: change of address, telephone and email)

**Payroll Issues:** Biweekly Pay Schedule

Payroll Office Hours and telephone number

Special Arrangements for disbursement of paycheck.

All except if employed at a community college GTF's complete paperwork at The Graduate Center.

**Miscellaneous:**

International Students: W-4 completion instructions

Student Status Verification Form (needed each semester)

**Summer employment**

**Social Security deductions – none, if you are a full-time student**

**Increments/Step increase**

**Other employment – GAA's cannot accept any other position in CUNY**

**Tuition remission**

**Evaluations/Observations**

**Resignations**

**Union dues – 1% of your gross earning will be deducted from each paycheck**

**Military Leave**

**I have received rules and policies governing my Graduate Assistant position.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_