



Employee: First Name: _____ Last Name: _____

Email address: _____

Is person a current CUNY employee? Yes No

RF Account #: _____

Work start date: _____ Work end date: _____

Hourly pay rate: _____ or Biweekly pay rate: _____

Hours per biweekly pay period: _____

Biweekly work schedule

Week 1								Week 2							
Day	M	T	W	Th	F	Sa	Su	Day	M	T	W	Th	F	Sa	Su
Hours								Hours							

Supervisor (if other than PI): _____ Supervisor title: _____

[Salary Expense/object code](#): _____

[RF job title](#): _____

Functional title: _____

Supervisory Non-supervisory Work location: New York or Other _____

Job description:

Qualifications:



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201 -2983

RFCUNY Employee Processing Form

Page 2 of 2

Does the position involve:

Employee required to operate vehicle?	Yes	No
Fiduciary or signatory responsibility over \$9,999.99?	Yes	No

Does the position involve access or contact with any of the following?

Check all that apply:

Children

Elderly

Disabled

Hazardous materials or drugs

LEP/ELL/ESL students

Current or former prison inmates, parolees or probationers

Sensitive personnel information

Individuals whose affairs are handled by a court appointee or surrogate

Individuals confined to a hospital, sanitarium, hospice or other institution

Medically challenged

Signature

Principal Investigator



NEW YORK CITY
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201 -2983

City Tech Process for hiring employees on RFCUNY grants

1. Principal Investigator (PI) contacts Melissa March, mmarch@citytech.cuny.edu in the Office of Sponsored Programs (OSP) before employee begins work. OSP requires via email the employee name, email address, work start date and whether the person is currently on CUNY payroll or not.
2. OSP will advise PI if employee is a new hire or rehire with more than 120 - day break in service* and if employee requires I-9/e-Verify and send PI required City Tech RFCUNY Employee Processing Form.
3. PI must complete and sign City Tech RFCUNY Employee Processing Form and write multiple position letter (if hire is a CUNY employee) and email to Melissa March.
4. Employee will receive two emails from RFCUNY, one to complete I-9 form online and one to complete online forms in the RF Onboard System. Employee must complete the I-9 form section online and contact Melissa March for to complete I-9 section 2 on or before work start date.
5. The PI will receive an email from Melissa if employee does not complete forms in the online RF Onboard System. The PI must remind the employee to complete or RF will not enter appointment in the system and employee will not be paid.

*If the employee is a rehire with a break of service of less than 120 days.
The PI must complete Employee Wage Title Designator form, job duties and qualifications form, have employee sign forms and send to OSP. OSP will forward forms to RFCUNY and PI must enter ePAF online in RFCUNY system.