



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. **Form must be submitted to OSP at least one week before employee work start date.** Principal Investigator (PI) emails this completed form to Rodlyn Daniels, RDaniels@citytech.cuny.edu in Office of Sponsored Programs (OSP) at least one week before employee start date.
 - If hire is an adjunct or CUNY staff member a multiple position letter is required.
 - Forms for full-time employees will only be processed if PI recruited hire via RFCUNY Personnel Vacancy Notice (PVN) system.
2. **Employee and PI/supervisor will receive an email with specific instructions of process.** Employees may need to complete RF Onboarding packet, I-9 form section one and provide documentation of identity and work authorization using the option of their choice.
3. **New hires:** Employees who have not worked for RFCUNY in the past will receive two emails, one from the Department of Homeland Security to complete Section 1 of I-9 form online and one from RFCUNY (no-reply@rfcuny.org) with a link to complete online forms in the RF Onboard System. **Employee must complete the I-9 form section online before work start date and contact OSP to complete I-9 section 2 on or before work start date.**
4. **Rehires:** The process for employees who have previously worked for RFCUNY varies. OSP will email specific instructions to PI/supervisor and employees.
5. **Reminders since completion of process is time sensitive.** The PI and employee will receive an email from OSP if employee does not complete forms in the online RF Onboard System. The PI must remind the employee to complete packet and online forms on time, or RF will not enter appointment in the system and employee will not be paid.



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RFCUNY Employee Processing Form

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Employee First Name: _____ Last Name: _____
Legal name as appears on identification documentation

Email address: _____

Has employee worked for RF in the past? Yes No

If yes, EIN and/or last date worked: _____

Is person a current CUNY employee? Yes No

If yes, please submit Multiple Position letter.

RF Account # _____

OSP use only
New hire
Rehire > 120
New I-9/e-verify
Update of I-9
Rehire < 120

Work start date: _____ Work end date: _____

Hourly pay rate: _____ Hours per pay period (2 weeks) _____

Week 1								Week 2							
Day	M	T	W	Th	F	Sa	Su	Day	M	T	W	Th	F	Sa	Su
# of hours								# of hours							

Supervisor: _____

Salary Expense/object code: _____ RF job title: _____

Functional title: _____

Remote work only? Yes No Hybrid schedule? Yes No

Supervisory? Yes No

Work location if other than New York: _____

Job description:

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Qualifications:

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Name: _____

Does the position involve:

Is 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

Does employee require a letter for City Tech ID card? Yes No

Does employee require a new City Tech email address? Yes No

Principal Investigator (PI) Name

OSP use only

Packet #

I-9 Invited

PI Signature
RFO