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.

NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201 -2983

RFCUNY Employee Processing Form

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) _____

Work schedule

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:

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) Signature

_____

    PI Name (Print Name)

OSP use only

I-9 Invited

RF Packet #

Completed