

Remote Onboarding Instructions for Graduate/Teaching Assistants

All new and renewed Graduate/Teaching Assistant appointments require the [HRM-4](#) form. Please send this from electronically to the HRTS@albany.edu mailbox.

In addition, new employees are required to submit bio/demo data to HR. A newly revised form EMP-2 excludes personal identifying information so that it can be forwarded to the HRTS@albany.edu mailbox. **Do NOT email forms to HR that contain DOB or SSNs.**

For all new GA/TAs with no employment record, employees with only a Student Assistant or Work-study record, or employees separated from the payroll for a year or more, please complete the following:

- [EMP-2](#) (revised to exclude SSN and DOB – HR will obtain from employee directly)
- [I-9 Employment Eligibility Verification](#) – As soon as an offer of employment is accepted, employees should complete page one and mail it directly to HR with copies of their required documents (e.g. Passport or drivers' license and Social Security card). Mail to:

University at Albany, SUNY
Human Resources Attn: Employment Unit
University Administration Building, Suite 300
1400 Washington Ave.
Albany, NY 12222

Do NOT email forms with SSNs

Employees without access to a printer for mailing documents may reach out to their Department, Campus Center or a local business with printing service.

Internationals Students should email taxnav@albany.edu to request certification of their Form I-9 before they commence work duties.

- [W4](#) and [IT-2104](#) – completed forms must be **mailed** to Payroll:

Payroll Office
University Administration Building, Suite 300
1400 Washington Ave
Albany, NY 12222

Do NOT email forms with SSNs

- [Oath Card](#)

Employees separated from the GA/TA/faculty/staff payroll for less than one year do not need to complete these forms.