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.