NEW EMPLOYEE ORIENTATION CHECKLIST

Below is a checklist containing information that may be provided to you upon hire or as part of your employee orientation program.

MATERIALS FOR ALL EMPLOYEES

To Be Given To All Employees:
- Appointment Letter
- Self-Service Guide
- Multifactor Authentication (MFA) Guide
- Employee Assignment Form
- Patents and Inventions Policy
- RF SUNY’s Intellectual Property Policy
- Employment Eligibility Verification Form (I-9)
- Fraud and Whistleblower Policy
- Affordable Care Act Marketplace Notice
- Code of Conduct
- Annual Acknowledgment and Certification of Compliance with the Code of Conduct
- Drug-free Workplace Policy
- Employee Handbook
- Employee Handbook Acknowledgment
- Sexual Harassment Prevention Policy
- Conflict of Interest Policy
- Management of Conflicts of Interest
- Equal Employment Opportunity and Antidiscrimination Policy
- Posting Notices
- Lactation Break and Accommodation Policy
- RF Brochure
- Notice of Privacy Practices (PHI)
- Employee Work Schedule Info (as provided by supervisor)
- Training for New Employees
- Self-Identification forms [veteran, disabled, and sex/race/ethnicity]
- Payment Method – Direct Deposit of Salary form & Payment Method – Pay Card Form
- Additional Direct Deposit Information
- Is Direct Deposit right for me?
- Applicable NYS Wage Notification Form [NYSDOI site]
- Campus-specific or other information which may include:
  - Tuition Waiver Program information (full-time employees)
  - Educational Assistance Plan (graduate student employees)
  - Employee Assistance Program (EAP) Information
  - Campus Holiday Schedule
  - Bloodborne Pathogens Notice
  - RF-Ride Brochure
  - Campus Wellness and Diversity Programs (if applicable)

TAX MATERIALS FOR ALL EMPLOYEES
- IRS Employee's Withholding Allowance Certificate (W-4)
- NYS IT-2104 (Employee’s Withholding Allowance Certificate)

Additional Tax Forms For US Citizens, Permanent Residents, Resident Aliens only (if applicable):
- NYS IT 2104-E (Certificate of Exemption from Withholding)
- NYS IT 2104-J (Certificate of Nonresidence and Allocation of Withholding Tax)
- Resident Alien treaty exempt – IRS W-9
- Expatriate exemption IRS 673

Additional Form For Nonresident Aliens Only:
- IRS 8233 and supporting statement from IRS Pub 519 (if applicable)
- IRS Notice 1392 Supplemental Form W-4 Instructions for Nonresident Aliens

To Be Given To Regular and Postdoctoral Employees Eligible for Benefits:

MATERIAL FOR BENEFITS-ELIGIBLE EMPLOYEES

To Be Given To Regular and Postdoctoral Employees Eligible for Benefits:

- Accessing Benefits Information on the RF Web site
- Virgin Pulse Wellness Plan Brochure
- Benefits Handbook – Regular Employees or Benefits Eligible
- Benefits Handbook – Postdoctoral Employees
- Benefits Enrollment Form – Regular Employees or Postdoctoral Employees
- Health Plan Rates – Regular Employees or Postdoctoral Employees
- COBRA General Notice
- Benefits Booklet (Empire Traditional/Deductible PPO and Prescription Drug)
- HMO Materials
- Summary of Benefits and Coverage
- Delta Dental Fact Sheet
- Vision Plan Brochure & Vision Plan Plus Brochure
- Life Insurance Enrollment Kit

To Be Given to Salaried Employees Only (with Regular, Biweekly pay) in Addition to the Material Above:
- Flexible Benefits Plan Expense Guide
- Voluntary Short Term Disability Enrollment Kit

To Be Given To Graduate Student Employees Eligible for Benefits (all available on the RF web site):
- Graduate Student Self Service Guide
- GSEHP Member Handbook
- Graduate Student Employee Benefits Handbook
- GSEHP Health Plan Rates
- Graduate Student Dental Plan Brochure
- Graduate Student Vision Care Booklet
- GSEHP Enrollment Form (if Self-Service unavailable)

RETIEMENT MATERIALS

To Be Given To Regular, Summer, and Postdoctoral Employees:
- Your RF Benefits: Basic Retirement (RF web page)
- Your RF Benefits: Optional Retirement (RF web page)
- Basic Retirement – Employment Service Credit Form
- Basic Retirement – Employment Service Credit Form
- TIAA-CREF microsite (www.tiaa-cref.org/rfsuny)
- Fee Disclosure – Basic Retirement Plan, Optional Retirement Plan

ONLINE ACCESS INFORMATION

To Be Given to All Employees
- www.rfsuny.org
- Login/Self Service Username and Password

MATERIAL FOR EMPLOYEES WORKING IN NYC

- NYC Paid Sick Leave Notice of Employee Rights
- Stop Sexual Harassment Act Factsheet

I have received copies or online access of all the items that relate to my employment status. I am also aware that I have online access to Research Foundation employee information.

____________________________  ________________________
Employee Name                      Date

Original - Personnel File          Copy/Duplicate – Employee
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