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. After reviewing the information that has been checked, please sign and date below. A copy will be given to you for your records.

MATERIALS FOR ALL EMPLOYEES
To Be Given To All Employees:
☑️ Appointment Letter
☑️ Self Service Guide
☑️ Employee Assignment Form
☑️ Patents and Inventions Policy
☑️ RFSUNY’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
☑️ 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 form + Is Direct Deposit right for me?
☑️ Applicable NYS Wage Notification Form [NYSOL 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

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-2104.1 (Certificate of Nonresidence and Allocation of Withholding Tax)
☐ 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.

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

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Original - Personnel File Copy/Duplicate – Employee

April 2019