Section A: Employee Information   Last 4 digits only

NAME (LAST, FIRST, MI)   SSN

ADDRESS

     Number & Street   Apt #   City & State   Zip Code

PHONE #

Section B: Entity (Select one)

   AEB Admin   **AEB Recruitment**   **Alumni**

   Foundation   **Pell Admin**   **Our Children's Center**

Section C: Position

(Position Title)   (Start Date)   (End Date)

    (Hours/Week)   FT   PT   Salary or Hourly Rate

Replacement   Yes   No

        (If yes, former employee's name)   (Last Date Is/Was)

Comments:

Section D: Approvals

Supervisor (Please Print)   (Please Sign)   (Date)   (Ext.)

Director (Please Print)   (Please Sign)   (Date)   (Ext.)

Vice President (Please Print)   (Please Sign)   (Date)   (Ext.)

Section E: To be completed by Related Entities Staff Only

Funds Available   Yes   No

        +   =

(Gross wages)   (Payroll taxes)   (Total amount to be encumbered)

(Payroll File #)   (Dept.)   (Date)

Rev 01/19

Instructions:

Please complete this form as described below, and then deliver it to the Related Entities Office also contact Related Entities for assistance in completing the form.

Based on the entity (AEB Admin, AEB Recruitment, Alumni, Foundation, Pell Admin, Our Children's Center), you must complete an appointment form for every new employee. Forms must indicate the funding source and contain the approval signatures. Please hand-deliver this form, along with any supporting documents, to Related Entities at 25 Chapel St., 11th floor, 1 to 2 weeks before the employee's first day of work to allow for processing and document in-take.

After submitting the appointment form, please email Related Entities at RelatedEntities@citytech.cuny.edu to schedule a document in-take appointment for the new employee.

Please advise the employee to take all signed applicable tax forms to Related Entities. Each form has instructions on how to complete it. The employee must also bring a valid photo ID and his or her original (no copies) social security card.

When a replacement is being hired for an existing position already funded, please refer to the new hire procedures. Also make sure to indicate that it is for a replacement position where provided on the form and include the former employee's name, appointment date, and the employment end date.

Rehire
To rehire a former employee, please complete and submit a new appointment form. If there is a change in the employee's status, the employee must complete new tax forms.

If you have any questions or comments, or to schedule an appointment, please contact the Related Entities Office at ext. 8930 or email Related Entities at RelatedEntities@citytech.cuny.edu.