

Auxiliary Enterprise Board of
New York City College of Technology, Inc.
Auxiliary Enterprise Board Administrative Office
Employee Appointment Form

Instructions:

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

Based on the entity (AEB Admin, AEB Recruitment, Alumni, Athletics, College Association, Foundation, Pell Admin, Our Children's Center, Student Services, Wellness), 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 AEB 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 AEB at aeb@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 AEB. 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 AEB Office at ext. 8930 or email AEB at aeb@citytech.cuny.edu.