

CityTech Process for hiring employees on RFCUNY Grants

Please review all instructions before completing form
There may be changes to the employee process at any time in the OneRF system.

A. Form must be submitted to OSP at least three weeks before employee's start date.

1. **Principal Investigator (PI)** emails this completed and signed form to Rodlyn Daniels at RDaniels@citytech.cuny.edu in the Office of Sponsored Programs (OSP) at least three weeks before employee start date.
 - i. If the hire is an adjunct or CUNY staff member, a signed **multiple position letter** must accompany the employee processing form, and a copy must be sent to the employee.
 - ii. For hiring full-time employees, please contact Rodlyn to have a position posted. The Employee Processing Form is required after the candidate is selected.

B. Employee and PI/Supervisor will receive an email with specific instructions about the process.

1. New hires:

Before starting work City Tech RFCUNY new employees will receive multiple emails to complete the Onboarding process one from OSP, one from the Department of Homeland Security and two initial emails from RFCUNY@workday.com. Employees should check their spam folder, sometimes emails will go to spam.

The email from OSP will explain the hiring process. Employees will need to complete Job Application on Workday. The email will include a request for an in-person meeting to complete the I-9 process for employment verification.

The Department of Homeland Security email will include a link to complete section 1 of I-9 form.

The email entitled Offer of Employment will include a link to create an account and accept the job offer. Employees must complete this step, and then they will be prompted to complete additional tasks in pop-up menus in the system.

I-9 Process – Employment Verification

- i. Employees must complete Section one of the I-9 form on or before their start date and then provide in-person documentation of identity and work authorization for OSP to complete Section two of the I-9 process. **Employees must complete the I-9 form section online before their start date and contact OSP to complete in-person, Section 2 of the I-9 on or before work start date.**

Employees cannot work if the required I-9 is not completed. If the employee does not complete the required processes, the PI and employee will receive an email from OSP. The PI must remind the employee to complete the onboarding process on time.

C. Rehires/Reinstatements:

The process for employees who have previously worked for RFCUNY varies based on the end date of their last appointment. Rodlyn Daniels will email specific instructions to PI/supervisor and employees. Note that some rehired employees will have to complete the I-9 Process.

City Tech RFCUNY Employee Processing Form

*Candidate First Name: _____ * Last Name: _____

Legal name as it appears on social security card.

*Email address: _____

*Has person worked for RF in the past? Yes No

If yes, provide Employee ID No. and/or last date worked: _____

*Is person a current CUNY employee? Yes No If yes, please submit signed **Multiple Position letter**.

*RF Grant No. _____ *Work start date: _____ *Work end date: _____

*Hourly pay rate: _____ *Hours per pay period (2 weeks) _____

Annual salary (full-time only) _____

Work Schedule (Number of hours)

Day	M	T	W	Th	F	Sat	Sun	Day	M	T	W	Th	F	Sat	Sun
Week 1								Week 2							

Total Work schedule hours

Time Schedule (e.g., 9 am – 1 pm)

Mon	Tue	Wed	Thu	Fri	Sat	Sun

*Supervisor: _____ *Salary Expense code: _____

RF job title: _____ Functional title: _____

Remote work only? _____ Yes No Hybrid schedule? Yes No

Work location if other than New York: _____ Supervisory? Yes No

*Job Description for the position not the individual candidate:

*Qualifications for the position not the individual candidate



City Tech RFCUNY Employee Processing Form

Name: _____

Questionnaire

***Does the position involve:**

Is employee required to operate a vehicle?	Yes	No
Fiduciary or signatory responsibility over \$9,999.99?	Yes	No

***Does the position involve access or contact with any of the following? Check all that apply:**

- Children
- Elderly
- Disabled
- Hazardous materials or drugs
- LEP/ELL/ESL students
- Current or former prison inmates, parolees, or probationers
- Sensitive personnel information
- Individuals whose affairs are overseen by a court appointee or surrogate.
- Individuals confined to a hospital, sanitarium, hospice, or other institution.
- Medically challenged

If an employee requires a City Tech ID card and/or a City Tech email address, please email instructionalstaff@citytech.cuny.edu upon after employee is hired.

***Principal Investigator (PI) Signature**

***PI Name (Print Name)**