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
- Patent and Inventions Policy Statement
- SUNY Computer Software Policy Statement
- 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
- Employee Handbook
- Employee Handbook Acknowledgment and Agreement
- Conflict of Interest Policy Statement
- Management of Conflicts of Interest
- Statement of Policy on Equal Employment Opportunity
- Nonharassment in the Workplace Policy
- RF Overview
- Notice of Privacy Practices (PHI)
- Employee Work Schedule Info (as provided by supervisor)
- Payment Method – Direct Deposit of Salary form & Payment Method – Additional Direct Deposit Information form
- Applicable NYS Wage Notification Form

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-I (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.

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

Employee Name

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Date

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Original - Personnel File

Copy/Duplicate – Employee

April 2014