New Hire Checklist: Full-Time Faculty Positions

Please use the following checklist as a reference for providing all of the information required to appoint a new faculty member in Payroll.

List of Documents:

Full-Time Faculty
All paperwork for new full-time faculty members will continue to be submitted to FAS Faculty Advancement, who will review and forward the paperwork to FAS payroll. The only paperwork that will now be omitted from the new hire packet includes the I-9, W-4, and Direct Deposit forms.

Required paperwork still includes:
- FAS New Hire Employment Form
- Labor Law 195 Form
- Oath Card
- CV
- NY State IT2104 or NY State IT 2104.1 Form (if submitted by employee)*
- Employee Tax Compliance Notification (if non-resident alien)**

* The NY State IT2104 Form (NYS Employee’s Withholding Certificate) should be provided to each new employee who is a New York state resident and the NY State IT2104.1 form should be provided to each new non-NY state resident employee. These forms are optional for the employee to complete. If the employee completes one of these forms, it must be included in the new hire paperwork submitted to FAS Payroll (Full-time faculty will receive this form in an onboarding packet sent by FAS HR).

** Individuals who are not citizens or permanent resident aliens of the US should complete the Employee Tax Compliance Notification and be entered into Glacier. Please see the section below on Non-Resident Aliens for more information.

Documents Explained:

FAS New Hire Employment Form
The New Hire Employment Form must be completed in full in order to ensure that the employee’s appointment and personal information is accurately entered into the system. If any required fields on the new hire form are left blank, and/or if required paperwork is missing from the packet, it will be returned. This may delay processing and may also delay the employee’s pay.

Please also note:
- The employee’s social security number (SSN) is now required to issue an NYU N-number before FAS payroll can process the appointment. If the employee does not have a SSN at the time of hire, then FAS payroll can still process the appointment, but the SSN should be requested as soon as possible and a copy of the receipt from the Social Security Administration should be submitted to FAS Payroll with the new hire packet (please see the section below on Social Security numbers).
Each field must be filled out according to the employee’s Job Family (formerly Object Code). Job Families delineate what type of job the employee will be doing.

For assistance with filling out the New Hire Employment form, please contact Tamara Wills (tamara.wills@nyu.edu; 212-992-9638).

I-9, W-4 and Direct Deposit Forms

- I-9 and supporting documentation no longer needs to be submitted with the new hire packet. The I-9 is managed by the Department directly and uploaded electronically via PeopleSync any time prior to, but no later than 3 business days after, the employee's start date.

- W-4 and Direct Deposit forms are no longer needed to process appointments. These will be completed by the employee electronically via PeopleSync.

Labor Law 195 Form

The NYS Department of Labor requires a new employee to complete a Labor Law 195 form before or on the first day of work. These are in addition to the appointment letters that we are required to send. Please submit this form with the FAS New Hire Employment form. For help with the Labor Law 195 forms, please contact FAS Human Resources at 212-998-8011.

NYS IT2104 Form (NYS Employee’s Withholding Certificate)/NYS IT2104.1

The NYS IT2104 (for NY state residents) or the IT2104.1 form (for non-NY state residents) must be given to the employee but is optional for the employee to complete. It indicates the amount of New York State tax to be withheld from the employee’s paycheck. New York State, New York City or Yonkers residents can use the NYS IT2104 to indicate how much local tax they would like to have withheld. Non-NY State residents can complete the IT-2104.1 to indicate the amount of New York State tax to be withheld.

Non-Resident Aliens

If hiring a non-resident alien, please register the individual with Glacier prior to the employee completing their W-4 form in PeopleSync. For more information on Glacier and taxes for Non-Resident Aliens, please go to: https://www.nyu.edu/employees/resources-and-services/financelink/tax.html. If you have further questions, please call the NYU Tax Services Office at 212-998-2982.

Social Security Number

If the new employee does not have a social security number, they must apply for one. The Social Security Administration will give the employee a receipt confirming that they have applied for a card. The receipt will be temporarily accepted, but once the employee receives their social security card, the employee should present the original card to the department and the department can update the information directly in PeopleSync and send a copy to Central HR (FAS Payroll does not need a copy). Please note that copies of social security cards and SSNs should not be emailed.
Contact Numbers for Help with Individual Requirements of the New Hire Packet:

New Hire Employment Form and Overall Process Questions
- Tamara Wills (tamara.wills@nyu.edu; 212-992-9638)

Visa Information and Documentation
- Office of Global Services Washington Square Scholar Services, Tel: 212-998-4240
- Office of Global Services US and Non-US Student Visa Services, Tel: 212-998-4720
- Tax Services Office, Tel: 212-998-2982

Labor Law 195 Forms and Procedures
FAS Human Resources Department, fas.academic.hr@nyu.edu; Tel: 212-998-8011

Links to the Documents Referenced Above:
OGS (Visa Information and Documentation)
http://www.nyu.edu/global/international-immigration-services.html

I-9 Form
http://www.nyu.edu/content/dam/nyu/hr/documents/ei9.pdf

Employee Tax Compliance Notification
http://www.nyu.edu/employees/resources-and-services/financelink/news-and-resources/forms.html

FAS Employment Form
FAS Payroll Guide, #9: https://sites.google.com/a/nyu.edu/fas-payroll-guide/

IT-2104 NYS Employee’s Withholding Allowance Certificate
http://www.nyu.edu/employees/resources-and-services/financelink/news-and-resources/forms.html

IT-2104.1 NYS City of New York, and City of Yonkers Certificate of Nonresidence and Allocation of Withholding Tax
http://www.nyu.edu/employees/resources-and-services/financelink/news-and-resources/forms.html

Labor Law 195 Forms
FAS Payroll Guide, #9: https://sites.google.com/a/nyu.edu/fas-payroll-guide/