



New Hire Employee Action Form

Required Employment Documentation

The documents listed below must be submitted in order for a new hire employee to work at Fordham University. Documents must be received within 72 hours of employment.

- Employment Eligibility Form (I9), W-4 Federal Tax Form, IT-2104 or IT-2104E NYS Tax Form

Position Information (Completed by Department Supervisor)

- Administrator, Adjunct, Full-Time, Benefited, Faculty, Graduate Assistant, Part-Time, Non-Benefited, Clerical (153), SEO, Pension Only, Maintenance (805), Casual/Temp, Hourly, Other

If Graduate Assistant (nature of the position): Research, Teaching, Other

Employee Information (Completed by Employee)

First Name, Mid Init, Last Name, SSN, Date of Birth, Gender, Marital Status, Ethnicity, Fordham Student, Home Address, City, State, Zip Code, Home Phone, Emergency Contact, Relationship, Emergency Phone, Work Address, Bldg, Room, Floor, Campus, Work Phone, Apt. #

Note: If you currently do not have a social security number and are in the process of applying for one, please fill out the additional personal information below as required by the Social Security Administration: Father's Full Name, Mother's Maiden Name, Place of Birth, Applied for Social Security Number on

Assignment/Salary Information (Completed by Department Supervisor)

Title, Start Date, End Date, Scheduled Hours, Salary, Annual, Hourly, One Time Payment, Per Appointment, If grant funded, Budget1, PCT/Amt, Budget2, PCT/Amt, Department, Replaced (if applicable), Effective, Additional Comments

Authorized Signatures

Employee, Department, Dean/Director/VP (If Applicable), Human Resources, HRIS, Verified By, Date