

## New Hire Paperwork

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

- FAS New Hire Employment Form
- I-9 and Copies of Supporting Documentation
- Social Security Number/Receipt
- Labor Law 195 Form

### Arts & Science 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.

Please note:

The Employee's Social Security Number should **NOT** be entered into any field on the employment form.

Each field must be filled out according to the employee's [Object Code](#). Object Codes delineate what type of job the employee will be doing.

The Employment Form must be submitted with the I-9 and supporting documentation. If any items are missing from the packet it will be sent back, which may delay processing and may also delay the employee's pay.

For assistance with filling out the Employment form, please contact Raza Dawood at 212-992-9638.

### Employment Eligibility Form (I-9)

In order to process new hire paperwork, an I-9 must be completed. This means completing section 1 (by the employee) and section 2 (by the employer) and following all of the instructions included in the [I-9 packet](#). Also note that only original I-9s with all signatures and dates filled out will be accepted. The employee must enter their Social Security Number on the form. If they do not have a Social Security Number, please see the section on Visas below.

Please note that section 1 and 2 of the I-9 must be dated on or before the date of employment. If the employee is unable to come to you to fill out the I-9 in person, they must have the I-9 certified by a local notary public or attorney, and submit the form to you via express mail.

For questions concerning the I-9, please contact Raza Dawood at 212-992-9638.

### I-9 Attachments

New York University requires that copies be made of documents presented in Section 2 of the I-9 (that is, of a document from list A or of documents from lists B and C). These copies must be included with the New Hire Paperwork.

### Non-Resident Aliens

If hiring a non-resident alien, please register the individual with Glacier. For more information on Glacier and taxes for Non-Resident Aliens, follow this link. If you have further questions, please call the Tax Services Office at 212-998-2982.

### Visa Requirements

Employees who work at NYU on a Visa will need to supply paperwork that proves how long they can work at the University. Copies of this documentation should be included with the New Hire Paperwork, and is specific to the type of Visa.

Visa Type:	Necessary Paperwork:
F1	I-20 and I-94
J1	DS2019 and I-94
H1-B	I-797 and I-94

For assistance with gathering the Visa documentation, please contact the [Office of International Student and Scholars](#) via web, or call 212-998-4720.

### 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,

which must be included with the New Hire Paperwork. The receipt will be temporarily accepted for processing the paperwork, but once the employee receives their Social Security Card, a copy must be sent to FAS Payroll (5 Washington Square North Mail Room).

## Labor Law 195

The NYS Department of Labor has revised Labor Law 195 to include a form that is required before or on the first day of work. These are in addition to the appointment letters that we are required to send out. Please add this form to your new hire paperwork for codes 102, 103, 112, 113, 115, 118, and 119.

For help with the Labor Law 195 forms, please contact the Human Resources Department at 212-998-8694.

### **Links to the documents referenced above:**

#### **OISS:**

<http://www.nyu.edu/life/student-life/international-students-and-scholars.html>

#### **Contact Numbers for help with the individual requirements of the New Hire Packet:**

#### **New Hire Employment Form and I-9:**

Raza Dawood, Tel: 1-212-992-9638

#### **I-9 Form:**

<http://www.nyu.edu/content/dam/nyu/hr/documents/e9.pdf>

#### **Visa Information and Documentation:**

Office of International Students and Scholars, Tel: 212-998-4720

#### **FAS Employment Form:**

<http://as.nyu.edu/docs/IO/11259/FASEmp.pdf>

Tax Services Office, Tel: 212-998-2982

#### **FAS Object Codes List and Descriptions:**

<http://www.nyu.edu/content/dam/nyu/hr/documents/systemstraining/ObjectCodes.pdf>

#### **Labor Law 195 Forms and Procedures:**

FAS Human Resources Department, Tel: 212-998-8694

#### **Labor Law 195 Forms:**

<http://as.nyu.edu/object/pp.payrollforms#tumaroundform>