



**Non-Tax Levy Payroll
Appointment/Reappointment Letter**

(Not to be used for Teaching Appointments)

Account Name: _____ Date: _____

Account Number: _____ Department: _____

Name: _____

Address: _____

_____ Position Title: _____

City State Zip Code

Dear _____:

I am pleased to recommend you for (Appointment/Reappointment/Appointment Revision) to the Hunter College Non-Tax Levy Payroll beginning _____ and ending not later than _____.

The rate of compensation is \$ _____ per hour. The maximum total number of hours you may work during the appointment period is _____. The compensation will be paid bi-weekly. Compensation will be based upon number of hours worked as submitted on the attendance report and time sheet. Under the U.S. Fair Labor Standards Act, in this position, you are considered to be a Non-Exempt Employee (meaning, among other things, that you are entitled to overtime pay at the hourly rate equal to 1.5x your regular hourly rate for any hours you work in excess of 40 hour per week) an Exempt Employee (meaning you are not covered by certain FLSA provisions, including the overtime pay rules). If you are a Non-Exempt Employee, you will not be permitted to work in excess of 40 hours per week without obtaining advance approval from Sharon Neill, Assistant Vice President for Budget & Finance.

Every Non-Tax Levy Employee is an employee-at-will. Such employee may be terminated by Hunter College at any time. No supervisor or other representative of Hunter College has the authority to enter into any employment agreement that would be contrary to this employment-at-will policy. Employment on the Non-Tax Levy Payroll does not bring with it any associated Hunter College privileges or benefits.

Please complete the following forms and submit with a copy of your Social Security Card (or present original for verification) to Human Resources. *

- Form I-9 – U.S. Department of Justice (INS) Employment Eligibility Verification
- Form W-4 – IRS Employee’s Withholding Allowance Certificate
- Form IT-2104 – New York State Employee’s Withholding Allowance Certificate
- Direct Deposit Authorization if you wish to enroll in direct deposit.

If you are in the United States on a Visa, please submit a copy of your Visa and an up to date work authorization. This recommendation will become effective only upon signature of all parties listed below and is contingent on valid US work authorization.

Authorized Signatory of Account

Employee Signature Date

Employee SSN