February 26, 2014

To: Project Directors

Project Managers

Prospective Employees

From: Barbara Medina, Assistant Director for Project Personnel

***Welcome to the Research Foundation of CUNY. Following are guidelines to assist with the new hire process.***

**1. PERSONNEL VACANCY NOTICE (PVN) –** Required for all full time employees (working 35 hours a week) or Part Time A employees (more than 19 but less than 35 hours a week)

**2. EMPLOYEE WAGE/TITLE DESIGNATOR FORM** – IMPORTANT: MUST BE COMPLETED

ON HIRE DATE OR BEFORE.

The 2009 New York State Employment law requires informing hired employees about the earnings and overtime rates to which they are entitled.  A pre-formatted form can be printed and signed by the PI and the employee. The original form is for Research Foundation and a copy is given to the employee. Please note, the form is also required for each time there is a wage adjustment (increase or decrease).   
  
The Employee Wage/Title Designator form can be retrieved via the Research Foundation website. If you require further information about the purpose of the form, check RF’s website. The form can be retrieved as follows:

1.  Sign in to [www.rfcuny.org](http://www.rfcuny.org)  
2.  Click on E-Services and choose the Employee Wage/Title Designator form from the drop down menu.

**3. E-VERIFY –** IMPORTANT:THE E-VERIFY MUST BE COMPLETED WITHIN THREE DAYS OF THE HIRE DATE. IT CAN ALSO BE COMPLETED BEFORE THE HIRE DATE.

E-Verify is an electronic system mandated by the Federal government which verifies documents that are presented to establish identity and employment eligibility. The I-9 Form must be completed with the E-verify process.

The I-9 is one of the forms included in the packet and it is used in conjunction with the processing of the e-  
 verify. PI or designee complete the I-9 based on documents presented by the employee and attach copies of  
 the documents to the I-9. The employee brings the completed I-9 to our office to complete the e-verify  
 process.   
   
 **All new hires, irrespective of the type of grant or contract they will be working on must be e-  
 verified**.

**Note: If employee does not have a Social Security number see Karlene Roberts or Barbara Medina**

**THE FOLLOWING INDIVIDUALS CAN COMPLETE THE E-VERIFY PROCESS:**

* **Hunter College 68th Street** – Karlene Roberts and Barbara Medina (212) 772-4020
* **Social Work** – Wilma James (212) 396-7605
* **Brookdale Campus** – **Nursing** - Malini Lall (212) 481-4463
* **Public Health** – Jerome Richardson (212) 396-7732

**4. RE-HIRE**   
If an employee is going to be re-appointed and they have been off the RF system for more than 120 days, it is important to contact Karlene Roberts or Barbara Medina with the employee name. We will check the employee status, and give you the exact information needed to process the rehire payroll. Please do not submit an electronic PAF without contacting us because it will cause further delay in the processing.

**5. SOCIAL SECURITY CARD**

For payroll purposes, the Research Foundation requests a copy of the social security card. The Manhattan Social Security Card center is located at 133 Williams Street, 3rd Fl, New York, NY 10038. The office hours are 9 a.m. to 4 p.m. and the phone number is (212) 599-4765.

**6. SEXUAL HARRASSMENT TRAINING: This is required of all employees and Project Directors**. New employees can complete the training as soon as they receive their six-digit ID # via an email from the Research Foundation. To complete the training please go to this link <http://training.newmedialearning.com/psh/researchfndncuny/>. Please print a copy of the certificate of completion and keep it.

**7. HEALTH BENEFITS:** Full Time and Part Time A employees are eligible for Health Benefits. Please contact Ms. Barbara Medina for more information.

* RF NEW HIRE CHECKLIST
* Personnel Vacancy Notice *(If required)*
* New Hire Packet
* Employee Wage Designator Form
* E-verify

PLEASE NOTE:

* Once the new hire packet is completed, it is forwarded to the Office of Research Administration for review and approval then sent to Research Foundation for processing. When the Research Foundation completes the process, the PI, Karlene Roberts, or Barbara Medina electronically submits the new hire information into the system.
* The Research Foundation sends all new hire employees a welcome email that includes a six-digit ID # with instructions to set up an employee profile. The employee profile enables the employee to update employee personal data, benefits, submit timesheets, and complete the mandatory sexual harassment training.
* If anything on the form is found to be incomplete, we will notify the PI or employee. This will delay the process.