New Employee Process

Effective Date: June 6, 2011

Function: Human Resources

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Basis for Procedure

This document describes the requirements for appointing a person to the Research Foundation (RF) payroll under any of the following types of assignments:

- Employee Graduate
- Employee Regular
- Employee Summer
- Employee Undergraduate
- Extra Service

For more information on assignment groups, refer to Description of Assignment Groups. For information on the Income Fund Reimbursable (IFR) process, see SUNY EE Assignment Group: IFR Assignments.

For related salary rules and policies, refer to the following policy documents:

- Salary Rules and Policies When Assigning Regular Employees
- Salary Rules and Policies When Assigning Summer Employees
- Salary Rules and Policies When Assigning Extra Service

Procedure Summary

New Hire Reporting Requirement

Under New York State (NYS) Department of Taxation and Finance Important Notice N-96-2 (and N-96-2-A, which supplemented the original notice), the Research Foundation is required to report information on newly hired employees to the NYS Department of Taxation and Finance within 15 days of the new employee's hire date. Employees returning after a break-in-service of more than 60 calendar days (including Saturdays, Sundays, and holidays) must also be reported.

To comply with the requirement, the RF Office of Human Resources, Payroll Unit, uses the New Hire State Report from the computerized business system and does the following:

- runs the report each pay period to identify all employees who must be reported as required by the law.
- faxes a copy of the report, including all required information, to the NYS Department of Taxation and Finance within the 15-day time period.
- includes a location-specific list of people reported with the next payroll shipment, when applicable.

Steps in New Employee Process

The following table sets forth the steps required for hiring a new employee:

Step	Action
1	Complete required forms
2	Provide required material to employee during employee orientation
3	Enter employee into the computerized business system

Required Forms

The following forms must be completed for new RF employees or rehired employees (off the payroll for 1 year or more) who are being appointed to the RF payroll through a regular, summer-only, or extra-service appointment:

Employee Assignment Form

All sections of the Employee Assignment Form must be completed when an employee is being appointed to the Research Foundation payroll. The Employee Assignment Form is available in PDF and Word versions in the Forms resource area.

Operating locations must be careful to check the appropriate assignment group. If the type of assignment checked is Employee Summer, locations must also ensure that the start date and termination date comply with RF and SUNY policy relating to summer-only assignments. Refer to Description of Assignment Groups and Salary Rules and Policies When Assigning Summer Employees.

When the summer-only assignment for an employee is extended beyond the summer period, operating locations must make the assignment change in the computerized business system. Refer to Redetermination of Summer-Only Assignments.

New York State New Hire Notification Requirements

Beginning April 9, 2011, all newly hired workers who will be working in New York must be provided with the following information on a separate form:

- employee's rate or rates of pay
- regular payday
- overtime rate of pay (for non-exempt employees)
- basis for employees pay rate(s) (ex. per hour, shift, day week, salary, etc)
- whether employer will claim any allowances (ex. meal or lodging allowance)
- employer's name
- employer's physical address and mailing address (if different) and telephone number
  The NYS Department of Labor has issued templates to cover the new hire notification requirements. They include forms LS 54-59 which can be found on the Research Foundation website in PDF fillable format:

  LS 54 - Notice for Hourly Rate Employees
  LS 55 - Notice for Multiple Hourly Rates
  LS 56 - Notice for Employees Paid a Weekly Rate or Salary for a Fixed Number of Hours (40 or fewer in a week)
  LS 57 - Notice for Employees Paid a Salary for Varying Hours, Day Rate, Piece Rate, Flat Rate or Other Non-Hourly Pay
  LS 58 - Notice for Prevailing Rate and Other Jobs
  LS 59 - Notice for Exempt Employees

The notice must be provided in English and the employee's primary language. Template forms in English, Spanish, Chinese, Korean, Creole, Polish and Russian are located on the [NYS DOL website](#). If the primary language is something other than these seven, an English only notice can be provided. Custom forms may be created as long as they contain all of the information contained in the DOL forms.

The RF must obtain the employee's signature on the notice and retain it for 6 years.

Note: Employees who are off of the RF payroll for more than **4** months will need to be given the appropriate new hire notification when they come back onto the payroll.

Employee's Withholding Allowance Certificate (IRS Form W-4)

The Employee's Withholding Allowance Certificate (IRS Form W-4) is completed and signed by an employee to claim his or her federal tax exemptions and status. There are no approvals required for this form. The original, completed form must be retained in the employee's personnel file at the operating location.

Questionable Withholding Allowances

Effective April 14, 2005, potentially questionable W-4 forms, such as an individual claiming tax exemption, or claiming more than 10 withholding allowances, are no longer required to be submitted to the IRS. The IRS will instead ensure compliance by making more effective use of the W-2 wage and tax statements, and the individual income tax returns to ensure that employees have enough federal income tax withheld from their paychecks. In cases where under withholding is found, the IRS will issue a notice to the employee and employer with instructions on tax withholding. The Research Foundation will then follow the instructions on the IRS notice.

Refer to http://www.irs.ustreas.gov/prod/forms_pubs/forms.html on the official IRS Web site to print the most current IRS Form W-4.

Employee's Withholding Allowance Certificate (NYS Form IT-2104) or Certificate of Exemption from Withholding (NYS Form IT-2104E)

The employee must complete and sign one of the following forms:

- NYS Form IT-2104 "Employee's Withholding Allowance Certificate" to claim his or her state tax withholding allowances, or
- NYS Form IT-2104E "Certificate of Exemption from Withholding" to claim his or her exemption from state tax withholding.
  There are no approvals required for either form. Whichever is completed, the original, completed form must be retained in the employee's personnel file at the operating location.

  If an employee claims more than 14 withholding allowances on NYS Form IT-2104 or is claiming exemption from state income tax withholding and his or her wages exceed $400 biweekly, the operating location must send the RF Office of Administration and Human Resources, Payroll Unit a copy of the form.

  For these forms, search the Web site of the NYS Department of Taxation and Finance at http://www.tax.state.ny.us/.

Employment Eligibility Verification (I-9)

All RF employees are required to document their identity and employment eligibility prior to being appointed to RF payroll. The Research Foundation uses Form I-9 "Employment Eligibility Verification" to record the documentary evidence of identity and employment eligibility presented by the employee being appointed to RF payroll.

Form I-9 must be completed by the Research Foundation and the employee being appointed to RF payroll unless the employee meets one of the exceptions to the requirement.

For additional information on the exceptions to this requirement and completing Form I-9, refer to [Employee Eligibility Requirements: The I-9 Process](#). This document also describes the signatures

needed on the form and retention of the form. Refer to the [U.S. Citizenship and Immigration Services (UCSIS) Web site](#) for the most current Form I-9.

E-Verify

As of March 1, 2010, the RF is required to verify the identity and employment eligibility of all new hires in the E-Verify system. The information used to perform the query is from the completed I-9 forms. See the [Employment Eligibility Policy](#) for more information on verifying new employees.

Insurance Enrollment Form

When a Research Foundation employee becomes eligible for insurance coverage, an Insurance Enrollment Form must be completed and signed by the employee. There are no approvals required for this form.

The Insurance Enrollment Form is available in [PDF](#) format from the Forms resource area.

Employee Orientation Materials

Refer to [Employee Orientation Material to be Provided to New Employees](#) for a list of required materials and optional information to be given to all employees and for materials to be given to employees eligible for benefits.

Each operating location is responsible for developing its own employee orientation program. For more information, refer to [Employee Orientation Guidelines](#).

Entering Information into the Computerized Business System

When appointing a person to the RF payroll, administrative data, tax information, and account data must be entered into the computerized business system. After this information has been entered, the person at the location who has entered the information must initial and date the "Employee Assignment Form."

Administrative Data

An employee's administrative information is entered into the People form in the computerized business system from the Employee Assignment Form.

Assignment Information

The assignment is the central concept that relates employees to the structures in which they work. The Assignment window in the computerized business system allows information to be entered about job (position) titles, grade, employment category, status, and RF group (a combination of the operating location, assignment group, and effort reporting status).

The assignment is the area that relates employees to the compensation and benefits for which they are eligible. The Assignment window gives access to benefits and pay-related windows, such as Element Entries (e.g., Earnings, Deductions, Benefit Eligibility, Covered Dependents), Pay Method, Salary Administration, and Tax Information. The Employee Assignment Form is the source document for this information.

Tax Information

The tax information collected in the computerized business system includes a person's filing status, number of exemptions, and/or exemption from tax withholding. The Employee's Withholding Allowance Certificate (IRS Form W-4) and the Employee's Withholding Allowance Certificate (NYS Form IT-2104) or the Certificate of Exemption from Withholding (IT-2104E) are used as the source documents for input, unless an IRS or NYS notice provides specific instructions otherwise.

Account Data

Both the Oracle Labor Distribution (LD) and Oracle Grants Management (GM) modules use information entered into the Assignment window. Payroll information input is used to charge a grant (GM) by way of a labor distribution schedule input into LD. Account data is a partial function of Human Resources (HR). HR information (e.g., assignments) connects with GM information (e.g., funds available/encumbered) via labor distribution, which hold data such as labor schedules, distribution adjustments, and effort reporting.

Account data changes may be either an HR or LD function, or both, based on what data needs to be changed. Total hourly employment or FTE (full-time equivalent) determines benefits and leave accruals. A person's FTE is based on Working Hours, Frequency, and Assignment Group input in the Assignment window.

Definitions
None

Related Information
None

Forms
None

Change History

Date	Summary of Change
February 22, 2024	Updated Links
March 15, 2013	Updated link to new Assigning Extra Service Policy
June 6, 2011	Updated NYS New Hire Notification Requirements section to include information on forms LS 54-59
April 11, 2011	Updated NYS New Hire Notification Requirements section to be in compliance with Wage Theft Prevention Act.
March 30, 2010	Updated NYS New Hire Notification Requirements section
February 1, 2010	Added E-Verify section in Required Form section
December 2, 2009	Added section in Required Forms for New York State Notice of Pay Rate and Payday for New Hires
July 13, 2005	Revision to Required Forms subsection "Employee's Withholding Allowance Certificate (IRS Form W-4)" due to regulation change, added "Questionable Withholding Allowances" information

Feedback
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