|  |
| --- |
| **Checklist for SUNY Faculty Summer-Only RF Appointments**  |

Below is a checklist containing information that should be provided to SUNY faculty members who receive a summer assignment with the RF. After reviewing the information that has been checked, please sign and date below. A copy will be given to you for your records.

|  |  |
| --- | --- |
| **To Be Given To New SUNY Faculty:**🞏 Appointment Letter* [RF Application](https://www.rfsuny.org/media/rfsuny/forms/Employment-Application---Summer-SUNY-Faculty.pdf)
* [RF Application - NYC](https://www.rfsuny.org/media/rfsuny/forms/Employment-Application---Summer-SUNY-Faculty---NYC.pdf)

🞏 [Paid Family Leave Waiver](https://www.ny.gov/sites/ny.gov/files/atoms/files/PFLWaiver.pdf)🞏 [Employee Assignment Form](http://www.rfsuny.org/media/RFSUNY/Forms/hafrm003.pdf) 🞏 [Patents and Inventions Policy](https://govt.westlaw.com/nycrr/Document/Iddf30c95c22311dd973ec82e85411269?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) 🞏 [RFSUNY’s Intellectual Property Policy](http://www.rfsuny.org/media/RFSUNY/Policies/intellectual-property-policy_pol.htm)* [Employment Eligibility Verification Form (I-9)](https://www.uscis.gov/i-9) (faculty who return the following summer and have a valid I-9 do not need to complete a new one. See [Employment Eligibility Policy](https://www.rfsuny.org/media/rfsuny/policies/employment-eligibility_pol.htm).)
* [Drug-free Workplace Policy](http://www.rfsuny.org/media/rfsuny/policies/per_drug-free-workplace_pol.htm)
* [Fraud and Whistleblower Policy](http://www.rfsuny.org/media/RFSUNY/Policies/fraud_whistleblower_policy.htm)
* [Affordable Care Act Marketplace Notice](http://www.rfsuny.org/media/RFSUNY/Forms/ACA-notice.pdf)
* [Code of Conduct](http://www.rfsuny.org/media/RFSUNY/Policies/code_of_conduct.pdf)

🞏 [Employee Handbook](http://www.rfsuny.org/media/RFSUNY/Documents/HR/Employee-Handbook.pdf) * [Employee Handbook Acknowledgment](http://www.rfsuny.org/media/RFSUNY/Forms/employee_handbook_acknowledgment.pdf)
* [Conflict of Interest Policy](https://www.rfsuny.org/media/rfsuny/policies/conflict-of-interest-policy.pdf)
* [Management of Conflicts of Interest](http://www.rfsuny.org/media/RFSUNY/Procedures/management_of_coi_pro.htm)
* [Equal Employment Opportunity and Antidiscrimination Policy](http://www.rfsuny.org/media/RFSUNY/Policies/equal-employment-opportunity-antidiscrimination_pol.htm)
* [Posting Notices](https://www.rfsuny.org/media/rfsuny/procedures/per_posting-notices_pro.htm)
* [Lactation Break and Accommodation Policy](https://www.rfsuny.org/media/rfsuny/policies/lactation-accommodation_pol.htm)
* [RF Brochure](http://www.rfsuny.org/media/RFSUNY/Documents/RF-Brochure.pdf)
* [Notice of Privacy Practices (PHI)](http://www.rfsuny.org/media/RFSUNY/Forms/notice_privacy_practices.pdf)

🞏 Employee Work Schedule Info (as provided by supervisor)* Self-Identification forms [[veteran, disabled, and sex/race/ethnicity](https://www.rfsuny.org/media/rfsuny/documents/affirmative-action/Reasonable-accomodation.pdf)]
* Payment Method – Direct Deposit of Salary form & Payment Method – [Pay Card Form](https://www.rfsuny.org/media/RFSUNY/Forms/payment-method-pay-card_frm.pdf) - Additional Direct Deposit Information form + [Is Direct Deposit right for me?](http://www.rfsuny.org/media/RFSUNY/Procedures/pay_direct-deposit-is-direct-deposit-for-me_pro.htm)
* Applicable NYS Wage Notification Form [[NYSDOL site]](https://www.labor.ny.gov/workerprotection/laborstandards/employer/wage-theft-prevention-act.shtm)

**Campus-specific or other information which may include:**🞏 Bloodborne Pathogens Notice**Specialized Tax Forms For US Citizens, Permanent Residents, Resident Aliens only (if applicable)**:🞏 [NYS IT 2104-E](http://www.tax.ny.gov/forms/withholding_cur_forms.htm) (Certificate of Exemption from  Withholding) 🞏 [NYS IT-2104.1](http://www.tax.ny.gov/forms/withholding_cur_forms.htm) (Certificate of Nonresidence and  Allocation of Withholding Tax)🞏 Resident Alien treaty exempt – [IRS W-9](http://www.irs.gov/pub/irs-pdf/fw9.pdf)🞏 Expatriate exemption [IRS 673](http://www.irs.gov/pub/irs-pdf/f673.pdf)**Additional Form For Nonresident Aliens Only**:🞏 [IRS 8233](http://www.irs.gov/pub/irs-pdf/f8233.pdf) and supporting statement from [IRS Pub 519](http://www.irs.gov/pub/irs-pdf/p519.pdf) (if  applicable)🞏 [IRS Notice 1392](http://www.irs.gov/pub/irs-pdf/n1392.pdf) Supplemental Form W-4 Instructions for  Nonresident Aliens. | **RETIREMENT MATERIALS** 🞏 [*Your RF Benefits: Basic Retirement*](https://benefits.rfsuny.org/summer-employees/basic-retirement/) (RF webpage)🞏 [*Your RF Benefits: Optional Retirement*](https://benefits.rfsuny.org/summer-employees/optional-retirement/) (RF webpage)🞏 [*Basic Retirement – Employment Service Credit*](https://benefits.rfsuny.org/summer-employees/basic-retirement/employment-service-credit/) (RF webpage)🞏 [*Basic Retirement – Employment Service Credit Form*](https://www.rfsuny.org/media/RFSUNY/Forms/prior_service_credit_form.pdf) 🞏 [*TIAA-CREF microsite*](http://www.tiaa-cref.org/rfsuny) *(www.tiaa-cref.org/rfsuny)*🞏 Fee Disclosure – [Basic Retirement](https://www.tiaa.org/public/tcm/rfsuny/retirement-benefits/plan-101100), [Optional Retirement](https://www.tiaa.org/public/tcm/rfsuny/retirement-benefits/plan-101101)🞏 [Universal Availability Notice](http://www.rfsuny.org/media/RFSUNY/Forms/universal_availability_notice_0.pdf)🞏 [Benefits Handbook](http://www.rfsuny.org/media/RFSUNY/Forms/benefits_handbook.pdf)**ONLINE ACCESS INFORMATION****To Be Given to All Employees**🞏 [www.rfsuny.org](http://www.rfsuny.org/)🞏 [Multifactor Authentication (MFA) Guide](https://www.rfsuny.org/media/rfsuny/documents/MFA-Quick-Start-Guide.pdf)🞏 [Self Service Guide](http://www.rfsuny.org/Information-For/Employee-Center-/Self-Service/) (Check email for Login/Self Service Username and Password) Complete NY and Federal Tax Forms Complete Direct Deposit Complete Optional Retirement Enrollment**MATERIALS FOR EMPLOYEES WORKING IN NYC**🞏 [NYC Paid Sick Leave Notice of Employee Rights](https://www1.nyc.gov/assets/dca/downloads/pdf/about/PaidSafeSickLeave-MandatoryNotice-English.pdf)🞏 [Stop Sexual Harassment Act Factsheet](https://www1.nyc.gov/assets/doc/downloads/EEO/Stop_Sexual_Harassment_Fact_Sheet.pdf)  |

I have received copies of all checked items that relate to my employment status. I am also aware that I have online access to Research Foundation employee information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Original - Personnel File Copy/Duplicate – Employee |

Employee Name Date