

To: College Assistants, Classified Staff, and IT Titles
 From: The Office of Human Resources
 Subject: New Hire Information

Welcome to Baruch College! For the Office of Human Resources to process your paperwork and generate your first check you will need the following items:

- **New Hire Package** – which includes tax forms, personal data form, etc., and the I-9 form. The Immigration Reform and Control Act (IRCA) of 1986 requires all employees, regardless of citizenship, to submit proof of identity and employment eligibility **no later than three (3) business days after you start work**. (F-1 student visas must go to the International Students’ Office for work authorization before coming to Human Resources). **Failure to establish employment eligibility within the first three (3) business days of your date of hire, will rescind your employment offer at Baruch College.**
- **Fingerprinting** - College Assistants who are **full time Baruch College students** are exempt from fingerprinting with a letter of enrollment from the Office of Registrar. Full-time is defined as 12 credits for undergraduate, or 9 credits for graduate. All other College Assistants must be fingerprinted. Applicants are required to pre-register prior to going to the fingerprint location by calling **1-877-472-6915** to speak with a customer service representative; or visit the website at <http://www.identogo.com> to submit the demographic data. **CUNY Service Code #: 156J7Y. College ID Code 70050. The fee is \$88*--subject to change. All credit card payments must be made onsite at the time of the fingerprinting session.**
 - *All new hires pending fingerprinting results **cannot** start working until the fingerprinting results are received. Upon receipt, Human Resources will contact the department for a proposed start date.*
- **Non-Competitive Appointment Fee** – this fee is required of all College Assistants who work over **240** hours from July 1 to June 30. All payments must be submitted to the Bursar’s Office. A receipt will be issued and should be returned with the New Hire Paperwork. Please see chart below:

College Assistants Earning:	CUNY Filing Fee:
\$15.61 - \$17.80 per hour	\$15.00
\$17.81 - \$25.51 per hour	\$25.00

- **IT Titles – Appointment Fee** – This fee is required of all IT Hourly Appointments. The fee may vary based on Title and Level. Please see chart below for Fee Schedule:

Information Systems Title Series	Filing Fee is:
IT Support Assistant	\$54.00
IT Assistant Level 1, 2 & 3	\$68.00
IT Associate Level 1	\$68.00
IT Associate Level 2	\$82.00
IT Associate Level 3	\$88.00
IT Senior Associate Level 1	\$88.00
IT Senior Associate Level 2	\$91.00
IT Senior Associate Level 3	\$96.00

Should you require any further information, you can visit website at hr.baruch.cuny.edu or you may contact us at human.resources@baruch.cuny.edu.