

Additional New Employee FAQs

- **Will my supervisor be present at the orientation session?**

No, you will meet with members of your campus HR staff who will discuss CUNY policies and procedures, review your new hire paperwork, and provide an overview of time and leave procedures.

- **What if an emergency occurs and I need to reschedule my orientation?**

In the event you cannot make your scheduled orientation, please contact your campus [Human Resources Office](#). In addition, you should reach out to your supervisor and advise them of the situation.

- **Is it necessary to bring my actual Social Security card? What do I do if I can't find it?**

Yes, you must present your actual Social Security card for payroll purposes. If you don't have it, you must go to a Social Security office and request a duplicate card. Social Security will give you a confirmation receipt which you may bring in lieu of the actual card until you receive it.

- **If my identification is expired or close to expiring what should I bring?**

Proper identification is required for employment authorization. If your ID is expired or will expire in the near future, please provide documentation that you have begun the renewal process. If not, your start date may be put on hold until all documentation is up to date. Once you receive your renewed ID, you should provide a copy to your campus Human Resources office.

- **Can I use my mobile device to submit my employment paperwork?**

Many of the forms must be printed, so we strongly recommend that you use a desktop to fill out and print the employment packet.

- **How do I know which forms to complete?**

Forms requirements are based on your title series. Please refer to your offer letter for this information.

- **What's my official start time?**

For most employees, CUNY has a 7 hour work day with one hour for lunch (35 hours per week). Please check with your supervisor to find out what time you should report to work.

- **What is the dress code?**

All employees are expected to be dressed in business professional attire while working for and representing CUNY.

- **How do I get my ID card?**

At your orientation session, you will be provided with guidelines on how to obtain your ID card.

- **Employment Verification – does it have to be my current employer or can it be a previous one?**

Your most recent employer is preferred.

- **What are my paid time-off benefits?**

You will be advised of this information at your orientation on your first day of work.

- **I'm a full-time CUNY student. Do I have to be fingerprinted?**

If you are a full-time CUNY student (12 credits per semester) and will be working in an hourly classified title such as College Assistant, you may not have to be fingerprinted. Please bring documentation from your campus Registrar's Office that you are a full-time student.

- **I work as a College Assistant at another CUNY campus and was fingerprinted there. Do I have to be fingerprinted again?**

No. Contact your current campus and have them send (scan or fax) a copy of the postal money order, fingerprints and results to your new campus HR Office.

- **I was previously fingerprinted by (the NYC Board of Education/NYC Police Department, etc.) Do I have to be fingerprinted again?**

Yes. CUNY only accept fingerprints from one of its own contractors.