
Faculty/Staff Orientation Operations Checklist

August 2018

Paperwork Needed by Finance Office

- W-4 Form
- I -9 Form with Supporting Documents (*Copy of Driver's License, Passport Copy, etc.*)
- Up to date Emergency Contact Form with current address
- Direct Deposit Information with Voided Check
- Health Insurance Enrollment (Acceptance or Waiver)
- 401k Plan Form (Enrollment or Waiver)
- Virtus Certificate or Completion
- Employee Handbook Acknowledgement Form
- Transitchek Form (Acceptance or Waiver)
- Signed Statement of Conduct from Diocese of Brooklyn
- CRB Parking Permit Application Form - *If Applicable*

Materials to be Issued by Finance Office

- Building Key - Front Door and Parking Lot Door Use
 - Front Door Swipe Card
 - Classroom Key
- and/or*
- Office Key
 - Ipad - *Issued through IT*
 - CRB Parking Permit - *If Applicable*
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