

PROCESSING NEW OR EXISTING EMPLOYEES

New Hires: completely new to Hostos

1. Submit a position request via CUNYfirst at least 2 weeks in advance of the anticipated start date. If the rate is higher than the starting rate, a job description is required to justify the rate.
2. Upon receiving an email of an approved position request, initiator should send the prospective employee to HR to pick up Hiring Package.
3. The prospective employee must complete and return package to HR as early as possible to get processed. (Including, work Schedule, finger prints receipt and I-9).
4. HR will review the packet and ensure it is complete and all documentation has been verified.
5. HR will enter employee into CUNYfirst to generate Employee ID.
6. A System generated email will be sent one day after to Department PAR users containing the Employee ID to be used for initiating PAR.
7. Once PAR is approved, employee is ready to start working.

Re-Hires: Employees who have a break of service for one day or more

1. Contact HR recruiting unit (Shirley or Herminia) for a position number.
2. Submit position request via CUNYfirst. If rate requested is higher than the rate from previous appointment, a job description must be submitted.
3. If more than one year has lapsed since the employee's previous appointment, a new employee package must be completed including finger prints and/or processing fee.
4. To submit the PAR, obtain the employee ID from previous submitted PAR's or contact Annie.

In addition to the above, the following is also required for College Assistants:

- If the requested salary rate is higher than the minimum rate for College Assistants, submit the job description to Shirley or Herminia.
- Once PAR is approved, send employee to HR to pick up the new work schedule.
- Appointment letter will be given to College Assistants by HR staff indicating the start date of employment.
- By May of every fiscal year, an evaluation must be submitted to HR indicating status of employee, whether employee is to be rehired, or terminated.
- Submit PAR indicating appointment for next fiscal year to avoid employee being terminated in CUNYfirst.
- PAR is contingent upon evaluation and proper work authorization.