

2011-12 SLRHC HUMAN RESOURCES PACKET CHECKLIST

NO.	DOCUMENTS REQUIRED BY ALL INCOMING HOUSE STAFF	√
1.	Clearance from SLRHC Employee Health Services - GME will get from EHS	
2.	<u>Signed</u> Application Processing Form for Resident/Fellow/Rotator – on website (coordinator to make copies and include in both Credential and HR Packets)	
3.	<u>Signed</u> - Employee Data Sheet - on website	
4.*	<u>Signed</u> I-9 Form (with appropriate forms of ID) – on website. To be completed by all house staff. Coordinator must see all original IDs	
5.	<u>Signed</u> W-4 Form (Federal tax withholding) – on website. To be completed by US Citizens and Permanent Residents only.	
6.	<u>Signed</u> IT-2104 Form (NYS tax withholding) and IT-2104.1 for those who live outside NYC, Yonkers or NYS on website. To be completed by US Citizens and Permanent Residents only.	
<p>NOTE: US Citizens and Permanent Residents of the United States must complete Form W-4 and Form IT-2104 (Nos. 5 and 6). International Medical Graduates (IMGs) must complete these two tax forms using the GLACIER Online Software Compliance System. IMGs who are required to complete their forms in GLACIER will receive a password and instructions via e-mail. Coordinators will input the required data into Glacier for each IMG. Coordinators should obtain copies of Glacier forms to include in HR Packet.</p>		
7.	Original Social Security Card – *Coordinator must see original. IMGs must apply for a Card through the Social Security Administration and must present that letter to the coordinator to include in the HR packet. http://www.ssa.gov/online/ss-5.html	
8.**	J1 Visa Holders - DS-2019 with Dept of State stamp at entry in the US; I-94 Card; J1 visa stamp from passport. House officer must come to GME Office upon arrival	
9.**	H1-B Visa Holders - I-797A, Notice of Action with EAC receipt; I-94 Card and H1-B visa stamp from passport. House officer must come to the GME Office upon arrival	
10.	<u>Signed</u> Conflict of Interest Disclosure Statement – in contract package	
11.	<u>Signed</u> Code of Conduct/New Employee Handbook Receipts– in contract packet	
12.	<u>Signed</u> Computer and Communications Security Policy Acknowledgement – on website	
13.	<u>Signed</u> Disclosure of Criminal Convictions – on website	
14.	<u>Signed</u> Direct Deposit Slip Application (if interested) – on website	

Website address: http://www.wehealny.org/professionals/slr_gme/index.html

***The I-9 form requires that the document collector sign the form attesting, under penalty of perjury, that he/she has examined the original documents and they appear to be genuine. Please always make sure you see original documents.**

****All J1 and H1-B Visa holders must come to the GME office – Plant Building, Ground Floor, Room 2069, St. Luke's Site.**

Submitted by: _____