



NYU

PeopleLink

askpeoplelink@nyu.edu
212.992.LINK

PeopleLink Cover Sheet

For documentation related to HR, benefits, and payroll requests

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| Instructions: | |
| 1. Complete the following information. 2. Attach documents to this form and email to askpeoplelink@nyu.edu or deliver to: PeopleLink 105 East 17 th Street, First Floor New York, NY 10003 | |
| Employee Information: | |
| Employee Name (Last, First): | |
| University Number (N #): | |
| Transaction / Business Process: | |
| Effective Date: | |
| School / Unit Information: | |
| School / Supervisory Org: | |
| HR Officer: | |
| Documentation Attached: | |
| Signed Employment Application | Post Doctoral Fellow |
| Labor Law 195 | Researcher Appointment Review |
| Reference Checks (and release forms) | Oath of Office Card |
| Background Checks | Tax Form IT-2014 |
| Resignation Letter | Other (please specify in Comments below) |
| Comments: | |
| | |

Transmitted by: _____

Name Date

Note: Receipt of documentation is required prior to approval of certain personnel requests, therefore, it is important that all documentation be completed promptly and delivered to PeopleLink immediately.