

☐ **ATTEND AT LEAST ONE UNPAID ORIENTATION SESSION**

☐ **COLLECT DOCUMENTS FOR APPLICATION:**

- ☐ Level Up Intern General Information Form
- ☐ Valid Picture Identification
- ☐ Social Security Card w/ Student signature

☐ **ONBOARDING PROCESS:**

- ☐ Receive Access to PayCom (approx. 1 week)
- ☐ In PayCom, the assigned checklist include the following tasks:
  - ☐ I-9 Form
  - ☐ W-4 Form
  - ☐ NYS IT-2104
  - ☐ Emergency Contact form
  - ☐ Sexual Harassment Video (45 minutes, NYS requirement)
  - ☐ Sexual Harassment certificate of Completion upload
  - ☐ (3) Sexual Harassment Acknowledgement Forms
    - ☐ Sexual Harassment Policy, a NYS requirement.
    - ☐ Acknowledgment of the Sexual harassment complaint form
    - ☐ Acknowledgment of Sexual Harassment Fact sheet
  - ☐ NYC Human Rights Acknowledgement Form
  - ☐ Policy and Complaint Form
  - ☐ Direct Deposit Agreement Form (Optional)

Please refer to the Mission Society of New York City's Internship Coordination and Management Policies and Procedures for additional information. **The entire process can take as little as 2 weeks to complete if the student brings in their documents and completes them in a timely fashion. Outside of the IPS submitting the documents and creating the PAF, the student response dictates the length of the process.**