



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
OFFICE OF HUMAN RESOURCES MANAGEMENT

Tel. 518.474.5215
E-mail NEIF@nysed.gov

Non-Employee Information Form Instructions

All non-employee's must complete and submit this form to their NYSED Supervisor prior to their start date. A non-employee is an individual providing services and performing assignments for the New York State Education Department who is not directly employed by the Department. Examples of non-employees are volunteers, interns, contractors, and agency temps.

All individuals serving in a non-employee status of the New York State Education Department MUST be 18 years of age or older.

DEADLINE

This form should be submitted to your supervisor as soon as possible and must be submitted prior to your start date. Non-employees cannot begin providing services to NYSED until OHRM has confirmed successful completion of this process.

COMPLETION OF FORM

ALL FORM FIELDS ARE REQUIRED. Forms will not be accepted unless they are completed, including your signature and a copy of your photo ID. Completed and signed forms should be submitted to the non-employee's NYSED supervisor.

In addition to completing this form, a photocopy or scanned copy of your government issued photo identification must also be submitted to your supervisor. Examples include a driver's license or passport. This ID is used for safety and security purposes and is securely maintained within OHRM. Your photo ID can be submitted with this form, or directly to your supervisor in person. We cannot accept expired identification.

SIGNATURES

Electronic signatures can be accepted only when accompanied by the marked check box next to the affirmation.

SUBMISSION OF FORM

Completed and signed forms can be submitted to your NYSED supervisor. The NYSED supervisor will then submit this form through Jira by selecting "Non-Employee Information Form," located at <https://jira.nysed.gov/plugins/servlet/theme/portal/401>.

QUESTIONS

Questions regarding this form can be directed to the Office of Human Resources Management Staffing Unit at NEIF@nysed.gov.



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Non-Employee Information Form

As an individual providing services and performing assignments for the New York State Education Department in a non-employee status, you must complete and submit this form to your supervisor prior to your start date. **In addition, a copy of your government issued photo identification must also be submitted.**

All individuals serving in a non-employee status of the New York State Education Department **MUST** be 18 years of age or older.

Please type all responses below. If any of the information below changes, please contact OHRM immediately.

Date:	Name:
Phone Number:	Email Address:
Address:	
Emergency Contact Name:	Emergency Contact Phone #:
Supervisor's Name:	Supervisor's Email Address:

I have attached a copy of my Government Issued Photo Identification.

Please initial in this box to acknowledge attachment.

I do hereby acknowledge that I recognize and understand the sensitive and confidential nature of the assignments and activities that I will be asked to participate in on behalf of the New York State Education Department. Accordingly, I also acknowledge that as a non-employee of the State Education Department, any such disclosure of this confidential information can be construed as a violation of the "public trust" of New York State and as such a violation of the New York State Public Officers Law, Section 74, <https://jcope.ny.gov/sites/g/files/oe746/files/documents/2017/09/public-officers-law-74.pdf>, which may result in my immediate separation from service with the New York State Education Department. I further acknowledge that upon my separation from service, I will be responsible for returning all Department issued ID's and related equipment to the State Education Department.

If signing electronically, please check the box below:

I agree, and it is my intent, to electronically sign this document by typing my name below. By submitting this e-document to the New York State Education Department in this way, I understand that my e-signing and submitting is the legal equivalent of having placed my handwritten signature and affirmation on the submitted document, and am affirming to the truth of the information contained therein.

Non-Employee's Signature

Date