

REACTIVATION EMPLOYMENT PROCESS CHECKLIST



IF YOU HAVE YOU BEEN EMPLOYED AT ANOTHER ON-CAMPUS JOB IN THE LAST SIX MONTHS, follow the instructions below:

If you were employed in the Computer Science department in the past, inform our team immediately and skip step 1, and provide only the educational information requested in step 2.b below

1) REQUEST A “SIGNED” PERSONNEL ACTION FORM (PAF) FROM DEPARTMENT WHERE YOU LAST WORKED

2) RETURN THE FOLLOWING ITEMS TO CHANTAL KADHI-SMITH IN KENT HALL, UNIVERSITY OF COLORADO COMPUTER SCIENCE TO BE PLACED ON PAYROLL

a. **A “Signed” Personnel Action Form (PAF)** – to be obtained from last place of employment on campus

b. **Provide Updated Educational Information below:**

- Highest Degree Completed (High School, BS, B Tech, BE, etc.) – NOT DEGREE YOU ARE CURRENTLY WORKING ON
- Institution Name
- City/State or Country degree completed
- Month/Year of completion

Please note: If you are an International student and your I-20 hasn't expired; or will not expire before the end of the semester you are all set. However, if your I-20 has expired or will expire before the end of the semester take updated documentation to the I-9 Processing Center in Kent Hall to update your I-9. Please bring a copy of the chantal.kadhi@colorado.edu to # 1000 along with the

NOMINATION FORM – Complete all 4 sections



COLUMBIA UNIVERSITY NOMINATION FORM

	EFF. DATE	ACTION	REASON	
1.	_____	HIR	NEW	
2.	_____	_____	_____	DATE SUBMITTED
3.	_____	_____	_____	
	POSITION 1 OF TOTAL 1 POSITION(S)			

1.

NAME	Prefix _____	Suffix _____	OFF. PHONE 212.939.7000	SOCIAL SECURITY NO. _____
	Last, First Middle		RES. PHONE _____	ADMIN. DEPT. NAME ENG - COMP SCI
			FAX 212.666.0140	ADMIN. DEPT. CODE 521300X
			WORK LOCATION 1 – Morningside	

2.

OFFICE ADDRESS 450 Computer Science Building	MAILING ADDRESS (Current)
MAIL CD. 0401	CHK SEQ CD 16701
CITY _____ STATE _____	CITY _____ STATE _____
COUNTRY _____ ZIP _____	COUNTRY USA ZIP _____
HOME ADDRESS (Permanent)	
CITY _____ STATE _____	COUNTRY _____ ZIP _____

3.

PERSONAL	WORK ELIGIBILITY U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female BIRTH DATE _____	VISA TYPE _____
ETHNICITY / RACE* _____	EXPIRATION DATE _____
MARITAL STATUS* _____ MIL. RPT. STATUS* _____	PERM RES REG # A: _____
MARITAL STATUS DATE _____	

4.

EDUCATION		
HIGHEST DEGREE	INSTITUTION	YEAR
DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____
DEGREE _____	INSTITUTION _____	YEAR _____

IN ADDITION PLEASE COMPLETE INFORMATION BELOW:

UNI _____

FACULTY ADVISOR. _____

Please note that all GRAs are required to obtain permission from their advisor to perform any additional work outside of the GRA appointment.

Are you presently employed in another department? [circle one] YES NO

IF YES, where? _____

Indicate the position held in other department [circle one] Casual Academic



Voluntary Self-Identification of Race and Ethnicity

In order to comply with certain federal recordkeeping and reporting requirements, the University invites faculty and staff to identify their ethnicity and race. Please fill out this form and return it to your hiring manager if you do not have access to a computer; if you do have access to a computer, please visit <https://my.columbia.edu> and log in with your UNI and password to supply this information under Faculty & Staff Self-Service.

Name: _____ Date: _____ (EMPL ID, if not a new hire: _____)

Providing the information below is optional and based on your self-identification. If you choose to participate, please answer both questions by checking the appropriate box or boxes. Thank you for your cooperation.

Questions	Answer Choices
Are you Hispanic or Latino?	<input type="checkbox"/> Yes, Hispanic or Latino. <input type="checkbox"/> No, not Hispanic or Latino.
What is your race? (select one or more)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

What do these categories mean?

These categories are determined by the federal government. Definitions, as provided by the U.S. Department of Education, are as follows:

- Hispanic or Latino**
 A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native**
 A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian**
 A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American**
 A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander**
 A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White**
 A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

How does Columbia use this information?

The University uses race and ethnicity information for annual reports to the U.S. Department of Education, to apply for certain grants, and to meet its Affirmative Action goals. Columbia University does not share specific race and ethnicity or other personal information with outside agencies. The ethnicity and race data you choose to provide here will be used only in accordance with applicable laws, executive orders, and government regulations. As per Columbia's Nondiscrimination Policies, Columbia University does not discriminate or permit harassment on the basis of race, color, alienage and citizenship, gender, or any other legally protected status.

Columbia University Casual Employment Form

A **signed** copy of this form must be attached to the Template-Based Hire transaction **or** the **signed original** must be attached to the Personnel Action Form (PAF) being sent to the Human Resources Processing Center. A copy should be retained by the hiring unit. No representative of Columbia University is authorized to vary the terms of this agreement except by written approval from Human Resources.

EMPLOYER	EMPLOYEE INFORMATION
Columbia University FEIN: 13-5598093 Address: 615 West 131 St., New York, NY Zip: 10027 Phone: (212) 851-7008 Preparer's Name <u>Maria Joanta</u> Preparer's Title <u>Director of Finance & Admin</u>	Name: _____ Address: _____ Apt. ____ City: _____ State: _____ Zip: _____ Phone: _____

WORKSITE INFORMATION	FOR COLUMBIA UNIVERSITY MEDICAL CENTER ONLY
<p style="text-align: center;">Will any of the following be present at the worksite?</p> <p> <input type="checkbox"/> Blood borne pathogens <input type="checkbox"/> Chemicals <input type="checkbox"/> Formaldehyde/Xylene <input type="checkbox"/> Laboratory animals <input type="checkbox"/> Radioactive materials <input type="checkbox"/> Class 3b or 4a lasers <input type="checkbox"/> Infectious agents (e.g. varicella, polio) </p>	<p style="text-align: center;">Will the casual employee:</p> <p> <input type="checkbox"/> Participate in physician billing <input type="checkbox"/> Interact with patients and/or research subjects <input type="checkbox"/> Be required to use a respirator </p>

PAY INFORMATION
Your rate of pay: _____ per hour. Your overtime rate is _____ per hour. Designated pay day: All casual employees are paid on a bi-weekly pay schedule. For more information on the University's payroll calendar, please refer to: http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/managing-pay/pay-transactions/pay-calendar I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.5 of the New York State Penal Law). Date: <u>01/09/2018</u> Preparer's Signature:

NOTICE TO THE CASUAL EMPLOYEE
<p>I understand that my employment with Columbia University is on a "casual" basis. I understand that the estimated duration of my employment with the University shall not exceed 560 hours or 4 months, whichever comes first, in a 12-month period with limited exceptions.</p> <p>The limited duration does not apply to students who are enrolled half-time or more at Columbia University, Barnard College or Teachers College. If a student at Columbia University, Barnard College or Teachers College, please indicate:</p> <p> <input type="checkbox"/> Full-time/Half-time Undergraduate <input type="checkbox"/> Part-time Undergraduate <input type="checkbox"/> Full-time/Half-time Graduate <input type="checkbox"/> Part-time Graduate </p> <p>I understand that as a "casual" employee I am not eligible for any benefits offered by the University under any collective bargaining agreement or University policy. I understand that I may apply for and be considered for regular employment by the University for any position for which I am qualified.</p> <p>I understand that I am an employee at will and agree that no contract of employment is created as a result of my obtaining this position, and that my employment may be terminated at any time.¹</p>

SIGNATURE
I have read and understand the above referenced terms and conditions regarding my casual employment status at Columbia University. I hereby acknowledge that I have been notified of my wage rate, overtime rate and designated pay day on the date set forth below. Date: _____ Signature of Casual Employee: _____

¹ As a member of the National Collegiate Athletic Association (NCAA) and the Council of Ivy Group Presidents (Ivy League), it is imperative that members of the Columbia University community, in all matters related to the intercollegiate athletics program, exhibit the highest professional standards and ethical behavior with regard to adherence to NCAA, Conference, University, and Department of Intercollegiate Athletics and Physical Education rules and regulations.
Rev. 3/15



**Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Hourly Rate Employees**

1. Employer Information

Name: Trustees of Columbia University
in the City of New York

Doing Business As (DBA) Name(s):
Columbia University

FEIN (optional): 13-5598093

Physical Address:

Mailing Address:
615 West 131st Street
Studebaker, 4th Floor
New York, NY 10027

Phone: (212) 851-0611

2. Notice given:

- At hiring
- On or before February 1
- Before a change in pay rate(s),
allowances claimed or payday

3. Employee's rate of pay:

\$ _____ per hour

***Union employees may also be eligible for shift differential. See the applicable collective bargaining agreement.**

4. Allowances taken:

- None
- Tips _____ per hour
- Meals _____ per meal
- Lodging _____
- * As provided for under the applicable collective bargaining agreement:
<http://hr.columbia.edu/union-contracts>

5. Regular payday: Columbia Pay Calendar:
<http://managers.hr.columbia.edu/tig/pay-calendar-overview>

6. Pay is:

- Weekly
- Bi-weekly
- Other

7. Overtime Pay Rate:

\$ _____ per hour (This must be at least 1½ times the worker's regular rate, with few exceptions.)

*See comment above re: shift differential.

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

Check one:

- I have been given this pay notice in English because it is my primary language.
- My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Employee Name

Employee Signature

Date

Preparer Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Direct Deposit Online Instructions

Faculty & Staff can add, edit or inactivate their own direct deposit information with immediate impact on their next paycheck.

There is no waiting period for direct deposit to take effect. However your payroll records has to be activated before you can proceed.

1. Faculty & Staff should go to the mycolumbia Portal AT <https://my.columbia.edu/> and click on the link "Log in Now."
2. After logging in with UNI and password, click on the "Faculty & Staff" tab at the top of the page.
3. On the Faculty & Staff page, scroll down to the "Self-Service section" and click on the link "View Your Direct Deposit Information."

Refer to the below link for the direct deposit online job aid:

http://managers.hr.columbia.edu/files_hrmanagertoolkit/imce_shared/Direct_Deposit_Instructions_03_2012.pdf

Please contact the HR Processing Center Help Desk at (212) 851-2888 if you need assistance navigating the my.columbia.edu website or have any issues with setting up direct deposit

REMEMBER:

It is recommended that you set up DIRECT DEPOSIT to receive your pay. Direct deposit can only be set up online after you are populated into the payroll system. This can be verified by the receipt of your first payroll check.

CHECK PICK UP DAYS: WEDNESDAYS & FRIDAYS: 2 PM – 4 PM
[Dates are subject to change and will be posted in the front CS administrative office]