



STUDENT CASUAL CHECKLIST

Complete and return the enclosed forms to the Law School Human Resources department within 72 hours of your employment start date.

Employee Personal Record Form: Before submitting to HR, your supervisor should complete the bottom portion of the form.

Columbia University Casual Employment Form

Notice and Acknowledgment of Pay Rate and Pay Day form: (Please sign and date item #8)

Complete and sign the federal **W4 form**.

International Students: Please bring the following documents when submitting paperwork to HR: Passport, visa, visa approval form, and I-94. The I-94 form can be printed from www.cbp.gov/I94. Please let HR know if you do not have a US Social Security Number or have not applied for one yet.

Students are only permitted to work a total of **20 hours per week** during the academic year. Please let HR know if you hold another position outside of the Law School and how many hours you are scheduled to work in that department.

FAQs

Where do I submit my Student Casual paperwork?

The completed packet should be submitted to the Law School Human Resources department at **HR@law.columbia.edu**.

How do I submit my timesheet for approval?

Timesheets should be submitted online through the **TLAM** (Time & Labor, Absence Management) system. (see instructions in this packet or go to <https://finance-admin.law.columbia.edu/content/time-labor-and-absence-management-tlam-system>).

Can I submit back dated timesheets?

The TLAM system only allows you to go back **two** pay periods beyond the current pay period.

How long will it take to get your first check?

Once your packet is submitted to HR, please note that it can take up to 2 weeks for processing.

Where should you pick up your paycheck?

Paychecks will be mailed directly to your mailing address on file if you have not setup direct deposit (see pay schedule in this packet). If your timesheets are submitted late, your paycheck will be processed on the next pay cycle.

How can you apply for direct deposit?

After receiving your first paycheck, please sign up for direct deposit at Columbia's employee self-service site (see details in the back of this packet). Direct deposit will be deactivated if you have had a break in service of four month or longer. Having direct deposit on SSOL does NOT mean you have direct deposit for Columbia University Payroll.

When do I need to submit rehire paperwork?

Rehire paperwork should be submitted every time you accept a new causal position at the law school. You will also need to submit rehire paperwork if you've been terminated out the system.

Employee Personal Record Form

EMPLOYEE INFORMATION

Full Name: _____ UNI: _____ SSN: _____

Home/Permanent Address: _____

Mailing/Current Address: _____

Local Telephone: _____

Male Female _____

Date of Birth (mm/dd/yy): _____

Marital Status: _____ (Single, Married, Separated, Divorced, Widowed) Marriage Date: _____

Ethnicity: _____ (Black, White, Hispanic, Asian, Native Hawaiian, American Indian)

U.S. Citizen: _____ Permanent Resident: _____ Other (F1 or J1 Visa?) _____

STUDENT STATUS

Are you a Columbia Student? Yes No If Yes, anticipated year of graduation _____

****If you are not a Columbia student, you must use a different form.**

Please inquire: Shartiss.England@law.columbia.edu, (212) 851-7529

School: Columbia (Which school?) _____ Barnard _____ Teacher's College _____

Student Status: Full Time Part Time

Highest Edu. Level Completed: _____ Received date _____ School _____

Were you previously employed by Columbia University? Yes No

IF YES: Termination Date _____ School: _____

JOB INFORMATION

Hiring Department: _____

What account will be charged? _____

If this is grant funded, please provide sponsored account info _____

Student Job Title: _____ Hourly Rate: _____

Start Date: _____ End Date: _____

Supervisor/Timesheet Approver (please print): _____

Supervisor/Timesheet Approved Signature: _____ Date: _____

COLUMBIA UNIVERSITY CASUAL EMPLOYMENT FORM

Print 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
<p>Columbia University</p> <p>FEIN: 13-5598093</p> <p>Street Address: 615 West 131st Street City: New York State: NY</p> <p>Zip: 10027 Phone: (212) 851-7008</p> <p>Preparer's Name: _____</p> <p>Preparer's Title: _____</p>

EMPLOYEE INFORMATION
<p>Name: _____</p> <p>Address: _____ Apt. _____</p> <p>City _____ State _____</p> <p>Zip _____ Phone _____</p>

WORKSITE INFORMATION								
<p>Will any of the following be present at the worksite:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Blood borne pathogens</td> <td><input type="checkbox"/> Chemicals</td> </tr> <tr> <td><input type="checkbox"/> Formaldehyde/Xylene</td> <td><input type="checkbox"/> Laboratory animals</td> </tr> <tr> <td><input type="checkbox"/> Radioactive materials</td> <td><input type="checkbox"/> Class 3b or 4a lasers</td> </tr> <tr> <td><input type="checkbox"/> Infectious agents (e.g. varicella, polio)</td> <td></td> </tr> </table>	<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)	
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<input type="checkbox"/> Radioactive materials	<input type="checkbox"/> Class 3b or 4a lasers							
<input type="checkbox"/> Infectious agents (e.g. varicella, polio)								

FOR COLUMBIA UNIVERSITY MEDICAL CENTER ONLY			
<p>Will the casual employee:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Participate in physician billing</td> </tr> <tr> <td><input type="checkbox"/> Interact with patients and/or research subjects</td> </tr> <tr> <td><input type="checkbox"/> Be required to use a respirator</td> </tr> </table>	<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
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<input type="checkbox"/> Interact with patients and/or research subjects			
<input type="checkbox"/> Be required to use a respirator			

HR USE ONLY	PAY INFORMATION
<p>Your rate of pay: _____ per hour</p> <p>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://finance.columbia.edu/controller/payroll</p> <p>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 210.45 of the New York State Penal Law).</p> <p>Date: _____ Preparer's Signature: _____</p>	<p>Your overtime rate of pay: _____ per hour</p>

GENERAL STATEMENT REGARDING OVERTIME PAY IN NEW YORK

Almost all employees in New York must be paid overtime wages of 1½ times their regular rate of pay for all hours worked over 40 per workweek. A very limited number of specific categories of employees are covered by overtime at a lower overtime rate or not at all.

NOTICE TO THE CASUAL EMPLOYEE

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 should not exceed 560 hours or 4 months, whichever comes first, in a 12-month period with limited exceptions.

This 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:

- Full-time/Half-time Undergraduate
 Part-time Undergraduate
 Full-time/Half-time Graduate
 Part-time Graduate

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.

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

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: _____

¹As 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.



**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:
435 West 116th Street
New York, NY 10027

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:
<https://finance.columbia.edu/content/payroll-calendar>

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.

The following table is a guide to required tax forms

Category	Tax Forms Required
Employees residing in NYC or Yonkers	W4 & IT-2104
Employees residing outside of NYC or Yonkers	W4 & IT-2104.1 (NJ or CT State Form Optional for NJ or CT Residents)
Employees claiming exemption	W4 & IT-2104-E (must meet all requirements Listed on tax forms)
Employees moving outside of NYC or Yonkers	Form IT-2104.1
Employees moving into NYC or Yonkers	Form IT-2104
Employees claiming exemption based on a tax treaty	Form 8233

Special Requirements for Nonresident Aliens

Federal W-4 form has special requirements for Nonresident Aliens (NRAs). Please download Notice 1392 “Supplemental Form W4 Instructions for Nonresident Aliens” (<http://www.irs.gov/pub/irs-pdf/n1392.pdf>) and include these instructions as part of the W4 packet for all NRAs.

Columbia University and its Staff, by law, are not permitted to give tax advice. If you have questions on how to fill out these tax forms, we encourage you to consult a tax advisor.

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2023

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	_____ Employee's signature (This form is not valid unless you sign it.)		_____ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 **and** you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

Your privacy. If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

If you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$27,700 if you're married filing jointly or a qualifying surviving spouse; \$20,800 if you're head of household; \$13,850 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
\$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
\$70,000 - 79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
\$80,000 - 99,999	1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
\$100,000 - 149,999	1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
\$150,000 - 239,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$240,000 - 259,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$260,000 - 279,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
\$280,000 - 299,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
\$300,000 - 319,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
\$320,000 - 364,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
\$365,000 - 524,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
\$525,000 and over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
\$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
\$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240
\$100,000 - 124,999	2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
\$125,000 - 149,999	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
\$150,000 - 174,999	2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
\$175,000 - 199,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
\$200,000 - 249,999	2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
\$250,000 - 399,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$400,000 - 449,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$450,000 and over	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$620	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,650	\$1,870	\$1,870	\$1,890	\$2,040
\$10,000 - 19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
\$20,000 - 29,999	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
\$30,000 - 39,999	1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
\$40,000 - 59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
\$60,000 - 79,999	1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
\$80,000 - 99,999	1,870	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
\$100,000 - 124,999	2,040	4,440	6,070	7,430	8,630	9,830	11,030	12,230	13,190	14,190	15,190	16,150
\$125,000 - 149,999	2,040	4,440	6,070	7,430	8,630	9,980	11,980	13,980	15,190	16,190	17,270	18,530
\$150,000 - 174,999	2,040	4,440	6,070	7,980	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
\$175,000 - 199,999	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
\$200,000 - 249,999	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
\$250,000 - 449,999	2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
\$450,000 and over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600

July 2023 – June 2024 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) ----- Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	PACT Date ----- Last day to submit HRPC TLAM requests	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 14, 2023	Monday, July 17, 2023	Thursday, July 13, 2023	07/03/2023	07/16/2023	07/21/2023	07/19/2023 – Personal/Sick*
Friday, July 28, 2023	Monday, July 31, 2023	Thursday, July 27, 2023	07/17/2023	07/30/2023	08/04/2023	08/03/2023 – Personal/Sick*
						08/07/2023 – Vacation**
Friday, August 11, 2023	Monday, August 14, 2023	Thursday, August 10, 2023	07/31/2023	08/13/2023	08/18/2023	08/16/2023 – Personal/Sick*
Friday, August 25, 2023	Monday, August 28, 2023	Thursday, August 24, 2023	08/14/2023	08/27/2023	09/01/2023	08/29/2023 – Personal/Sick*
						09/07/2023 – Vacation**
Friday, September 08, 2023	Monday, September 11, 2023	Thursday, September 7, 2023	08/28/2023	09/10/2023	09/15/2023	09/13/2023 – Personal/Sick*
Friday, September 22, 2023	Monday, September 25, 2023	Thursday, September 21, 2023	09/11/2023	09/24/2023	09/29/2023	09/27/2023 – Personal/Sick*
						10/05/2023 – Vacation**
Friday, October 06, 2023	Monday, October 09, 2023	Thursday, October 5, 2023	09/25/2023	10/08/2023	10/13/2023	10/11/2023 – Personal/Sick*
Friday, October 20, 2023	Monday, October 23, 2023	Thursday, October 19, 2023	10/09/2023	10/22/2023	10/27/2023	10/25/2023 – Personal/Sick*
						11/06/2023 – Vacation**
Wednesday, November 01, 2023	Friday, November 03, 2023	Thursday, October 30, 2023	10/23/2023	11/05/2023	11/10/2023	11/08/2023 – Personal/Sick*
Tuesday, November 14, 2023	Thursday, November 16, 2023	Thursday, November 12, 2023	11/06/2023	11/19/2023	11/22/2023	11/20/2023 – Personal/Sick*
						12/05/2023 – Vacation**
Friday, December 01, 2023	Monday, December 04, 2023	Thursday, November 30, 2023	11/20/2023	12/03/2023	12/08/2023	12/06/2023 – Personal/Sick*
Friday, December 15, 2023	Monday, December 18, 2023	Thursday, December 14, 2023	12/04/2023	12/17/2023	12/22/2023	12/20/2023 – Personal/Sick*
Friday, December 22, 2023	Thursday, December 28, 2023	Thursday, December 21, 2023	12/18/2023	12/31/2023	01/05/2024	01/03/2024 – Personal/Sick*
						01/05/2024 – Vacation**

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 5 pm on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month.

July 2023 – June 2024 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) ----- ----- Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	PACT Date ----- Last day to submit HRPC TLAM requests	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Wednesday, January 10, 2024	Friday, January 12, 2024	Tuesday, January 9, 2024	01/01/2024	01/14/2024	01/19/2024	01/17/2024 – Personal/Sick*
Friday, January 26, 2024	Monday, January 29, 2024	Thursday, January 25, 2024	01/15/2024	01/28/2024	02/02/2024	01/31/2024 – Personal/Sick* 02/05/2024 – Vacation**
Friday, February 09, 2024	Monday, February 12, 2024	Thursday, February 8, 2024	01/29/2024	02/11/2024	02/16/2024	02/14/2024 – Personal/Sick*
Friday, February 23, 2024	Monday, February 26, 2024	Thursday, February 22, 2024	02/12/2024	02/25/2024	03/01/2024	02/28/2024 – Personal/Sick* 03/05/2024 – Vacation**
Friday, March 08, 2024	Monday, March 11, 2024	Thursday, March 7, 2024	02/26/2024	03/10/2024	03/15/2024	03/13/2024 – Personal/Sick*
Friday, March 22, 2024	Monday, March 25, 2024	Thursday, March 21, 2024	03/11/2024	03/24/2024	03/29/2024	03/27/2024 – Personal/Sick* 04/05/2024 – Vacation**
Friday, April 05, 2024	Monday, April 08, 2024	Thursday, April 4, 2024	03/25/2024	04/07/2024	04/12/2024	04/10/2024 – Personal/Sick*
Friday, April 21, 2024	Monday, April 24, 2024	Thursday, April 18, 2024	04/08/2024	04/21/2024	04/26/2024	04/24/2024 – Personal/Sick* 05/03/2024 – Vacation**
Friday, May 05, 2024	Monday, May 08, 2024	Thursday, May 7, 2024	04/22/2024	05/05/2024	05/10/2024	05/08/2024 – Personal/Sick*
Friday, May 17, 2024	Monday, May 20, 2024	Thursday, May 16, 2024	05/06/2024	05/19/2024	05/24/2024	05/22/2024 – Personal/Sick* 06/05/2024 – Vacation**
Friday, May 31, 2024	Monday, June 03, 2024	Thursday, May 30, 2024	05/20/2024	06/02/2024	06/07/2024	06/05/2024 – Personal/Sick*
Friday, June 14, 2024	Monday, June 17, 2024	Thursday, June 13, 2024	06/03/2024	06/16/2024	06/21/2024	06/19/2024 – Personal/Sick*
Friday, June 28, 2024	Monday, July 1, 2024	Thursday, June 27, 2024	06/17/2024	06/30/2024	07/05/2024	07/03/2024 – Personal/Sick*

Notes:

- Highlighted pay periods have submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 5 pm on the timesheet deadline day to be included in the absence processing for that pay period.
- *Casuals and Variable Hour Officers are only entitled to earn New York Sick Leave.
- **Vacation time earned is applied to the employee’s balance at the beginning of the following month.

Enter Time into Timesheets

Basic Timesheet Entry

Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the "Submit Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

If you are already in PAC, the menu navigation is: **Self-Service > Time Reporting > Report Time > Timesheet**

Enter Hours Worked into Timesheet

1. **Enter** your begin time, time you left for break, time you returned from break, and your ending time for the day within each 'In' and 'Out' field. For example "9:00 am 12:00 pm 1:00 pm 5:00pm"
2. **Select the Time Reporting Code (TRC)**. Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. REG-Regular for worked hours.

From 02/20/2017 to 03/05/2017												
Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
	Mon	2/20	Needs Approval						11 CUHO - Columbia Holiday	7.00	7.00	2/20
	Tue	2/21	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/21
	Wed	2/22	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/22
	Thu	2/23	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/23
	Fri	2/24	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/24


Daily Time Entered (or Quantity) = Scheduled Hours

Time Entered TRC Selected Quantity entered for time when not working, e.g. holiday

3. Adding a Comment

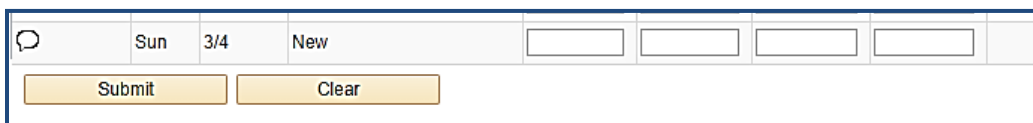
Comments are optional and you can add a comment by clicking the bubble icon in the Add Comments column next the time entry.

Enter your comment in the field and then click "OK".



The screenshot shows a dialog box for adding a comment. It includes a text input field with the placeholder "Add your comment here, then click OK". Below the input field are three buttons: "Add Comment", "OK", and "Cancel". The dialog is overlaid on a timesheet entry for Tuesday, 2/22/2017.

4. **Submit** the Timesheet. Click Submit to send the entry to your manager. The entry remains saved on the timesheet in a "Needs Approval" status until approved by your manager. Continue entry and submittal each day of the pay period. You can continue to enter and submit throughout the pay period.



The screenshot shows the bottom portion of the timesheet entry form. It includes a row with a bubble icon, the day "Sun", date "3/4", and status "New". Below this row are two buttons: "Submit" and "Clear".

Enter Multiple Time Categories within a Day

If your workday consists of multiple types of entered time, it is indicated in the timesheet by entering the number of hours for one Time Reporting Code and then adding a new row to enter hours for another Time Reporting Code. Click the “+” sign to record additional hours worked for a day.

For example, if your day consists of 3 hours worked and 4 hours of taking time off in lieu of pay, it is entered and would appear as follows.

1. Enter the 3 hours worked in the ‘In’ and ‘Out’ fields for the day, e.g. “9:00 am.12:00pm”
2. Select the **Time Reporting Code** for the work hours, e.g. REG
3. Click the “+” sign at the end of the row to open a new entry row for that same day
4. Enter the quantity of hours for remainder of the work day, e.g.4
5. Select the **Time Reporting Code** for this block of time, e.g. **ILPU –In Lieu of PayUsed**

Tue	2/27	Needs Approval						15 ILPU - In Lieu of Pay Used	4.00	7.00	2/27	+
		Needs Approval	9:00:00AM	12:00:00PM			3.00	01 REG - Regular Hours		7.00	2/27	+

Enter Multiple Break Times within the Same Workday

If your workday consists of multiple breaks within the same day and you need more fields for entry, create a new row to enter the time. You can enter as many rows of time per type of work/time code using the corresponding Time Reporting Codes as needed.

Wed	2/28	Needs Approval	9:00:00AM	11:00:00AM	12:00:00PM	2:00:00PM	4.00	01 REG - Regular Hours		7.00	2/28
		Needs Approval	3:00:00PM	6:00:00PM			3.00	01 REG - Regular Hours		7.00	2/28

Timesheets and Absences

You can also enter absences through the timesheet as well as a partially worked day along with a partial absence event.

See the *Entering Absences on a Timesheet* section of this guide for steps on entering absences in a timesheet and examples.

Submit a Timesheet

Each time you complete an entry on the timesheet, click 'Submit' to save it on the timesheet and submit it to your manager for approval.

Before final submission for the pay period, review your timesheet to ensure you have accounted for all scheduled hours.

To submit a timesheet:

1. Click the **'Submit'** button on the bottom of the timesheet
2. Click the **'OK'** button for the Submit Confirmation message. The timesheet routes to your manager for approval. The Reported Status is now "Needs Approval". Once your manager approves it, the status will change to "Approved".

You can edit a submitted or approved time entry and submit it again for review up until the submission deadline for the pay period.

Viewing Time Entry Status

To view the workflow status of a time entry, click the link in the Reported Status column and the Timesheet Approval Monitor appears.

Here you can view the chronological actions taken for each item.

The screenshot displays a timesheet grid with columns for days (TUE, Wed, Thu) and time slots (9:00:00AM, 12:00:00PM, 1:00:00PM, 5:00:00PM). A 'New' entry is highlighted in yellow. A purple box highlights the 'Approved' status in the 'Reported Status' column. A purple arrow points from this box to a 'Timesheet Approval Monitor' window. The window shows the entry is 'By PosMgmt' and 'Approved' by Kristina Gorbatenko on 03/30/17 at 6:43 PM. A green checkmark is visible next to the approval name.

Editing a Timesheet Entry

Timesheet edits can be made to the current and prior two (2) pay periods.

In the current pay period: You can edit a timesheet during the current pay period even if has already been submitted or approved. Changes can be made until the submission deadline for the pay period. Simply **update** the entries and **'Submit'** the timesheet again before the deadline and it will route to your manager for approval.

In prior pay periods: Navigate to the timesheet using the calendar or navigation links on the Timesheet Entry page. Make any required **updates** to the selected timesheet and **Submit** it and it will route to your manager for approval.

For prior processed pay periods greater than the past two pay periods, contact your manager/DTA.

Correcting a Returned Timesheet

If a question arises on a time entry, managers can **Push Back** an item to indicate that it requires a change or needs to be removed. If this occurs, you will receive an email that your timesheet was modified and you can log in directly from the email to review it.

1. Review your manager's comment in the **Comments** field next to the 'denied' or 'pushed back' item
2. ***Delete** the denied or pushed back item by clicking on the "-" sign at the end of the row and then **"yes"** to confirm removal. **You must delete the pushed back/denied row and then re-enter the time for that day*
3. *If a re-entry is needed, re-enter the correct time data and submit the timesheet*

Pushed Back absences can also be edited through the absence tab beneath the timesheet.

A manager can also make edits directly in your timesheet. You will receive a notification email if someone else modifies your timesheet.

Key Timesheet Entry Points

- Casual employees and Variable Hours Officers are paid per the approved time entered
- All other time reporters must ensure the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if you work overtime
- When entering time into the In and Out fields, use the colon ':' and add **am or pm** to clearly indicate the time of day. E.g. 9:00am or 5:30pm
- Total hours are calculated based on the exact times entered **(the system does not round)**

Direct deposit instructions:

1. To enroll in Direct Deposit, please visit <http://my.columbia.edu>.
2. Log in using your UNI and UNI password.
3. Click on the **Faculty & Staff tab** at the top.
4. Under Personal Data, click on **View and/or Update Your Personal Data**".
5. Click on **Payroll & Compensation**
6. Please have your routing and account number handy.
7. If you are direct depositing into one account, select **"Add Account"**
 - A. From the drop-down menu, select your account type
 - B. Deposit type is **"Percent"**
 - C. Amount or Percent is **"100"**
 - D. Deposit order is **"1"**