



## **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](http://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](mailto: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><b>Columbia University</b></p> <p>FEIN: <b>13-5598093</b></p> <p>Street Address: <b>615 West 131st Street</b> City: <b>New York</b> State: <b>NY</b></p> <p>Zip: <b>10027</b> Phone: <b>(212) 851-7008</b></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"/> 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
<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			

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: <a href="http://finance.columbia.edu/controller/payroll">http://finance.columbia.edu/controller/payroll</a></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.<sup>1</sup>

### 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: \_\_\_\_\_

<sup>1</sup>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.



**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

<b>Category</b>	<b>Tax Forms Required</b>
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.

**2025**

<b>Step 1:</b> <b>Enter Personal Information</b>	(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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
	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.)		

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**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) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(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 . . . . .

**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.)

<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	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 . . . . .	<b>3</b>	\$ _____
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> 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 . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$ _____

<b>Step 5:</b> <b>Sign Here</b>	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

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### 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](http://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 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 **and** you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 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 2025 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 17, 2026.

**Your privacy.** Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

**TIP:** Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

**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 these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**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. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, 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 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 2025 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; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 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 2025 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: { \$30,000 if you're married filing jointly or a qualifying surviving spouse; \$22,500 if you're head of household; \$15,000 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	\$700	\$850	\$910	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020
\$10,000 - 19,999	0	700	1,700	1,910	2,110	2,220	2,220	2,220	2,220	2,220	2,220	3,220
\$20,000 - 29,999	700	1,700	2,760	3,110	3,310	3,420	3,420	3,420	3,420	3,420	4,420	5,420
\$30,000 - 39,999	850	1,910	3,110	3,460	3,660	3,770	3,770	3,770	3,770	4,770	5,770	6,770
\$40,000 - 49,999	910	2,110	3,310	3,660	3,860	3,970	3,970	3,970	4,970	5,970	6,970	7,970
\$50,000 - 59,999	1,020	2,220	3,420	3,770	3,970	4,080	4,080	5,080	6,080	7,080	8,080	9,080
\$60,000 - 69,999	1,020	2,220	3,420	3,770	3,970	4,080	5,080	6,080	7,080	8,080	9,080	10,080
\$70,000 - 79,999	1,020	2,220	3,420	3,770	3,970	5,080	6,080	7,080	8,080	9,080	10,080	11,080
\$80,000 - 99,999	1,020	2,220	3,420	4,620	5,820	6,930	7,930	8,930	9,930	10,930	11,930	12,930
\$100,000 - 149,999	1,870	4,070	6,270	7,620	8,820	9,930	10,930	11,930	12,930	14,010	15,210	16,410
\$150,000 - 239,999	1,870	4,240	6,640	8,190	9,590	10,890	12,090	13,290	14,490	15,690	16,890	18,090
\$240,000 - 259,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$260,000 - 279,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$280,000 - 299,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$300,000 - 319,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,170	19,170
\$320,000 - 364,999	2,040	4,440	6,840	8,390	9,790	11,100	12,470	14,470	16,470	18,470	20,470	22,470
\$365,000 - 524,999	2,790	6,290	9,790	12,440	14,940	17,350	19,650	21,950	24,250	26,550	28,850	31,150
\$525,000 and over	3,140	6,840	10,540	13,390	16,090	18,700	21,200	23,700	26,200	28,700	31,200	33,700

**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	\$200	\$850	\$1,020	\$1,020	\$1,020	\$1,370	\$1,870	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040
\$10,000 - 19,999	850	1,700	1,870	1,870	2,220	3,220	3,720	3,720	3,720	3,720	3,890	4,090
\$20,000 - 29,999	1,020	1,870	2,040	2,390	3,390	4,390	4,890	4,890	4,890	5,060	5,260	5,460
\$30,000 - 39,999	1,020	1,870	2,390	3,390	4,390	5,390	5,890	5,890	6,060	6,260	6,460	6,660
\$40,000 - 59,999	1,220	3,070	4,240	5,240	6,240	7,240	7,880	8,080	8,280	8,480	8,680	8,880
\$60,000 - 79,999	1,870	3,720	4,890	5,890	7,030	8,230	8,930	9,130	9,330	9,530	9,730	9,930
\$80,000 - 99,999	1,870	3,720	5,030	6,230	7,430	8,630	9,330	9,530	9,730	9,930	10,130	10,580
\$100,000 - 124,999	2,040	4,090	5,460	6,660	7,860	9,060	9,760	9,960	10,160	10,950	11,950	12,950
\$125,000 - 149,999	2,040	4,090	5,460	6,660	7,860	9,060	9,950	10,950	11,950	12,950	13,950	14,950
\$150,000 - 174,999	2,040	4,090	5,460	6,660	8,450	10,450	11,950	12,950	13,950	15,080	16,380	17,680
\$175,000 - 199,999	2,040	4,290	6,450	8,450	10,450	12,450	13,950	15,230	16,530	17,830	19,130	20,430
\$200,000 - 249,999	2,720	5,570	7,900	10,200	12,500	14,800	16,600	17,900	19,200	20,500	21,800	23,100
\$250,000 - 399,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$400,000 - 449,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$450,000 and over	3,140	6,490	9,160	11,660	14,160	16,660	18,660	20,160	21,660	23,160	24,660	26,160

**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	\$450	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870	\$1,870	\$1,870	\$1,890
\$10,000 - 19,999	450	1,450	2,000	2,200	2,220	2,220	2,220	3,180	4,070	4,070	4,090	4,290
\$20,000 - 29,999	850	2,000	2,600	2,800	2,820	2,820	3,780	4,780	5,670	5,690	5,890	6,090
\$30,000 - 39,999	1,000	2,200	2,800	3,000	3,020	3,980	4,980	5,980	6,890	7,090	7,290	7,490
\$40,000 - 59,999	1,020	2,220	2,820	3,830	4,850	5,850	6,850	8,050	9,130	9,330	9,530	9,730
\$60,000 - 79,999	1,020	3,030	4,630	5,830	6,850	8,050	9,250	10,450	11,530	11,730	11,930	12,130
\$80,000 - 99,999	1,870	4,070	5,670	7,060	8,280	9,480	10,680	11,880	12,970	13,170	13,370	13,570
\$100,000 - 124,999	1,950	4,350	6,150	7,550	8,770	9,970	11,170	12,370	13,450	13,650	14,650	15,650
\$125,000 - 149,999	2,040	4,440	6,240	7,640	8,860	10,060	11,260	12,860	14,740	15,740	16,740	17,740
\$150,000 - 174,999	2,040	4,440	6,240	7,640	8,860	10,860	12,860	14,860	16,740	17,740	18,940	20,240
\$175,000 - 199,999	2,040	4,440	6,640	8,840	10,860	12,860	14,860	16,910	19,090	20,390	21,690	22,990
\$200,000 - 249,999	2,720	5,920	8,520	10,960	13,280	15,580	17,880	20,180	22,360	23,660	24,960	26,260
\$250,000 - 449,999	2,970	6,470	9,370	11,870	14,190	16,490	18,790	21,090	23,280	24,580	25,880	27,180
\$450,000 and over	3,140	6,840	9,940	12,640	15,160	17,660	20,160	22,660	25,050	26,550	28,050	29,550

# July 2024 – June 2025 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Pay Period Begin Date	Pay Period End Date	<b>DEADLINE:</b> PACT Date "Payroll Adjustment & Changes to Timesheet"	<b>DEADLINE:</b> Time & Abs Submission & Approval (5 PM)	<b>DEADLINE:</b> High Exceptions Review & Approval (12 PM)	Pay Check Date	View Updated Absence Balances in PAC	
						Personal & Sick	Vacation** Sick-SSA only**
Mon, 06/17/2024	Sun, 06/30/2024	Wed, 06/26/2024	Thu, 06/27/2024	Fri, 06/28/2024	Fri, 07/05/2024	Tue, 07/02/2024	07/12/2024**
Mon, 07/01/2024	Sun, 07/14/2024	Thu, 07/11/2024	Fri, 07/12/2024	Mon, 07/08/2024	Fri, 07/19/2024	Wed, 07/17/2024	
Mon, 07/15/2024	Sun, 07/28/2024	Thu, 07/25/2024	Fri, 07/26/2024	Mon, 07/29/2024	Fri, 08/02/2024	Wed, 07/31/2024	
Mon, 07/29/2024	Sun, 08/11/2024	Thu, 08/08/2024	Fri, 08/09/2024	Mon, 08/12/2024	Fri, 08/16/2024	Wed, 08/14/2024	08/05/2024**
Mon, 08/12/2024	Sun, 08/25/2024	Thu, 08/22/2024	Fri, 07/26/2024	Mon, 08/26/2024	Fri, 08/30/2024	Wed, 08/28/2024	
Mon, 08/26/2024	Sun, 09/08/2024	Thu, 09/05/2024	Fri, 08/09/2024	Mon, 09/10/2024	Fri, 09/13/2024	Wed, 09/11/2024	09/05/2024**
Mon, 09/09/2024	Sun, 09/22/2024	Thu, 09/19/2024	Fri, 07/26/2024	Mon, 07/29/2024	Fri, 09/27/2024	Wed, 09/25/2024	
Mon, 09/23/2024	Sun, 10/06/2024	Thu, 10/03/2024	Fri, 08/09/2024	Mon, 08/12/2024	Fri, 10/11/2024	Wed, 10/09/2024	10/04/2024**
Mon, 10/07/2024	Sun, 10/20/2024	Thu, 10/17/2024	Fri, 07/26/2024	Mon, 07/29/2024	Fri, 10/25/2024	Wed, 10/23/2024	
Mon, 10/21/2024	Sun, 11/03/2024	Tue, 10/29/2024	Wed, 10/30/2024	Fri, 11/01/2024	Fri, 11/08/2024	Wed, 11/05/2024	11/05/2024**
Mon, 11/04/2024	Sun, 11/17/2024	Thu, 11/14/2024	Fri, 07/26/2024	Mon, 07/29/2024	Fri, 11/22/2024	Wed, 11/20/2024	
Mon, 11/18/2024	Sun, 12/01/2024	Tue, 11/26/2024	Wed, 11/27/2024	Mon, 12/02/2024	Fri, 12/06/2024	Wed, 12/04/2024	12/04/2024**
Mon, 12/02/2024	Sun, 12/15/2024	Thu, 12/12/2024	Fri, 12/13/2024	Mon, 12/23/2024	Fri, 12/20/2024	Wed, 12/18/2024	
Mon, 12/16/2024	Sun, 12/29/2024	Mon, 12/23/2024	Tue, 12/24/2024	Fri, 12/27/2024	Fri, 01/03/2025	Wed, 12/31/2024	
Mon, 12/30/2024	Sun, 01/12/2025	Thu, 01/09/2025	Fri, 01/10/2025	Mon, 01/13/2025	Fri, 01/17/2025	Wed, 01/15/2025	01/06/2025**

## Notes:

- **Peach** highlighted deadlines have submission/approval and high exception review deadlines on a day other than Friday.
- Pay Period Begin and End Dates with **red text** contains a holiday.
- Absence requests must be approved by end of day 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.
- **PACT Date** last day to send any payroll adjustments and/or changes to timesheets to HRPC TLAM.

# July 2024 – June 2025 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Pay Period Begin Date	Pay Period End Date	<b>DEADLINE:</b> PACT Date "Payroll Adjustment & Changes to Timesheet"	<b>DEADLINE:</b> Time & Abs Submission & Approval (5 PM)	<b>DEADLINE:</b> High Exceptions Review & Approval (12 PM)	Pay Check Date	View Updated Absence Balances in PAC	
						Personal & Sick	Vacation** Sick-SSA only**
Mon, 01/13/2025	Sun, 01/26/2025	Thu, 01/23/2025	Fri, 01/24/2025	Mon, 01/27/2025	Fri, 01/31/2025	Wed, 01/29/2025	
Mon, 01/27/2025	Sun, 02/09/2025	Thu, 02/06/2025	Fri, 02/07/2025	Mon, 02/10/2025	Fri, 02/14/2025	Wed, 02/12/2025	02/06/2025**
Mon, 02/10/2025	Sun, 02/23/2025	Thu, 02/20/2025	Fri, 02/21/2025	Mon, 02/24/2025	Fri, 02/28/2025	Wed, 02/26/2025	
Mon, 02/24/2025	Sun, 03/09/2025	Thu, 03/06/2025	Fri, 03/07/2025	Mon, 03/10/2025	Fri, 03/14/2025	Wed, 03/12/2025	03/06/2025**
Mon, 03/10/2025	Sun, 03/23/2025	Thu, 03/20/2025	Fri, 03/21/2025	Mon, 03/24/2025	Fri, 03/28/2025	Wed, 03/26/2025	
Mon, 03/24/2025	Sun, 04/06/2025	Thu, 04/03/2025	Fri, 04/04/2025	Mon, 04/07/2025	Fri, 04/11/2025	Wed, 04/09/2025	04/04/2025**
Mon, 04/07/2025	Sun, 04/20/2025	Thu, 04/17/2025	Fri, 04/18/2025	Mon, 04/21/2025	Fri, 04/25/2025	Wed, 04/23/2025	
Mon, 04/21/2025	Sun, 05/04/2025	Thu, 05/01/2025	Fri, 05/02/2025	Mon, 05/05/2025	Fri, 05/09/2025	Wed, 05/07/2025	05/07/2025**
Mon, 05/05/2025	Sun, 05/18/2025	Thu, 05/25/2025	Fri, 05/16/2025	Mon, 05/19/2025	Fri, 05/23/2025	Wed, 05/21/2025	
Mon, 05/19/2025	Sun, 06/01/2025	Thu, 05/28/2025	Fri, 05/29/2025	Mon, 06/01/2025	Fri, 06/06/2025	Wed, 06/04/2025	06/05/2025**
Mon, 06/02/2025	Sun, 06/15/2025	Thu, 06/12/2025	Wed, 06/11/2025	Fri, 06/13/2025	Fri, 06/20/2025	Wed, 06/17/2025	
Mon, 06/16/2025	Sun, 06/29/2025	tba	tba	tba	tba	tba	

## Notes:

- **Peach** highlighted deadlines have submission/approval and high exception review deadlines on a day other than Friday.
- Pay Period Begin and End Dates with **red text** contains a holiday.
- Absence requests must be approved by end of day 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.
- **PACT Date** last day to send any payroll adjustments and/or changes to timesheets to HRPC TLAM.



## 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".



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.

	Sun	3/4	New				
<input type="button" value="Submit"/>		<input type="button" value="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 and time slots. A 'New' status is shown for a specific entry. Below the grid, a 'Timesheet Approval Monitor' window is open, showing a list of actions. The most recent action is 'Approved' by 'Krislina Gorbatenko' (TLB;PosMgmt) on 03/30/17 at 6:43 PM. The window also shows the entry is 'Reported Time Approval for REG on 2017-02-22 09.00.00 (In):Approved' and 'Route to PosMgmt'.



## 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"**