COLUMBIA LAW SCHOOL

STUDENT CASUAL CHECKLIST

Complete and return the enclosed forms to Shartiss England 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 Acknowledgement of Pay Rate and Pay Day** form: (Please sign and date item #8)

☐ **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 printed from www.cbp.gov/I94.

☐ 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.

COLUMBIA LAW SCHOOL

<u>FAQs</u>

Where do I submit my Student Casual paperwork?
The completed packet should be submitted to Shartiss England in room 201 William C. Warren Hall. **If you have questions, her office hours are Monday to Friday from 9am to 5pm.**

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 2-3 weeks for processing.

Where should you pick up your paycheck?
Paychecks can be picked up on the corresponding pay day (see pay schedule on back of the timesheet in this packet) from 201 William C. Warren Hall. If your forms/timesheets are submitted late, your paychecks will be processed on the next pay cycle.

How can you apply for direct deposit?
<u>After receiving your first paycheck,</u> 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.

Columbia Law School

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

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

Columbia University

FEIN: **13-5598093**

Street Address: **615 West 131st Street**   City: **New York**   State: **NY**

Zip: **10027**   Phone: **(212) 851-7008**

Preparer's Name: _____

Preparer's Titler: _____

EMPLOYEE INFORMATION

Name: _____

Address: _____ Apt. _____

City _____ State _____

Zip _____ Phone _____

WORKSITE INFORMATION

Will any of the following be present at the worksite:

- ☐ Blood borne pathogens
- ☐ Chemicals
- ☐ Formaldehyde/Xylene
- ☐ Laboratory animals
- ☐ Radioactive materials
- ☐ Class 3b or 4a lasers
- ☐ Infectious agents (e.g. varicella, polio)

FOR COLUMBIA UNIVERSITY MEDICAL CENTER ONLY

Will the casual employee:

- ☐ Participate in physician billing
- ☐ Interact with patients and/or research subjects
- ☐ Be required to use a respirator

HR USE ONLY   PAY INFORMATION

Your rate of pay: _____ per hour   Your overtime rate of pay: _____ per hour

Designated pay day: All casual employees are paid on a bi-weekly pay schedule. For more information on the University's payroll calendar, please refer to: http://finance.columbia.edu/controller/payroll

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).

Date: _____   Preparer's Signature: _____

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 allhours 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 asknowledge that I have been notified of my wage rate, overtime rate, and designated pay day on the date set forth below.

Date: _____   Signature of casual employee: _____

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

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

1. Employer Information

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

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

FEIN (optional): 13-5598093

Physical Address:

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

Phone: (212) 851-0611

2. Notice given:
☐ At hiring
☐ On or before February 1
☐ Before a change in pay rate(s),
    allowances claimed or payday

LS 54 (03/11)

3. Employee's rate of pay:

$ _____ per hour

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

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

5. Regular payday: Columbia Pay Calendar:
http://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.**

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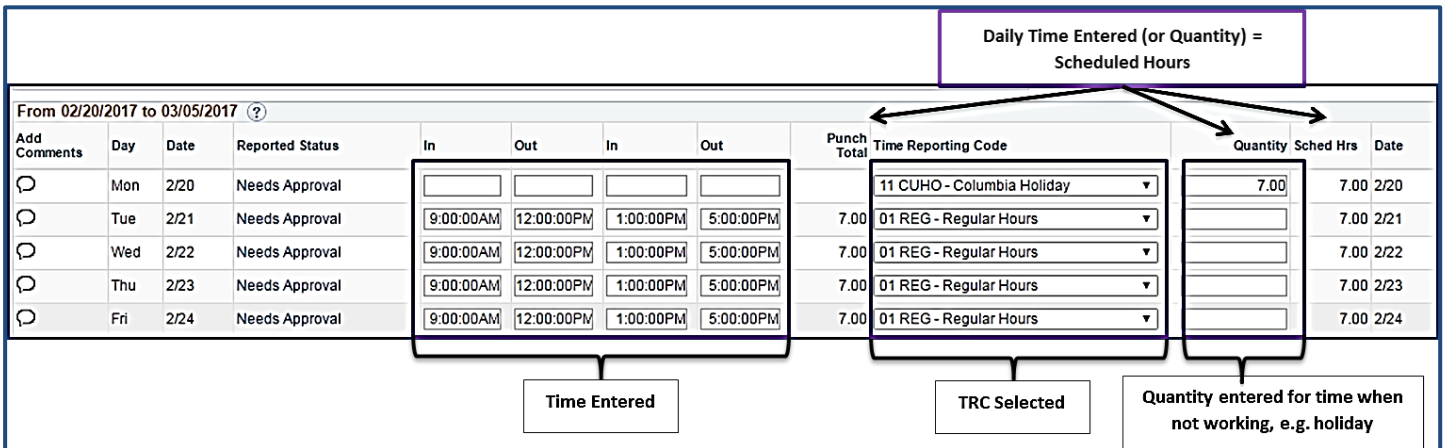
Basic Timesheet Entry
Log in to PAC Time and Absence
Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the "Submit Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

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.

Daily Time Entered (or Quantity) = Scheduled Hours

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

Time Entered   **TRC Selected**   **Quantity entered for time when not working, e.g. holiday**
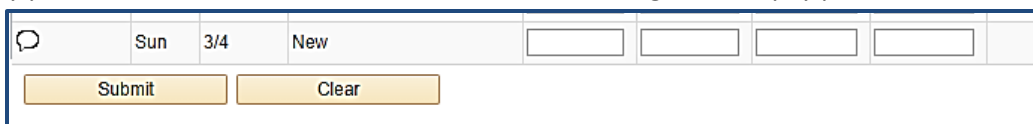
3. ***Adding a Comment***
   Comments are optional and you can add a comment by clicking the bubble icon in the Add Comments column next the time entry.

   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.

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 Pay Used**

| 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.

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)**

July 2019 – June 2020 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (10 AM)	Manager Timesheet Approval Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 05, 2019	Friday, July 05, 2019	06/24/2019	07/07/2019	07/12/2019	07/09/2019 – Personal/Sick*
Friday, July 19, 2019	Friday, July 19, 2019	07/08/2019	07/21/2019	07/26/2019	07/23/2019 – Personal/Sick*
					08/02/2019 – Vacation**
Friday, August 02, 2019	Friday, August 02, 2019	07/22/2019	08/04/2019	08/09/2019	08/06/2019 – Personal/Sick*
Friday, August 16, 2019	Friday, August 16, 2019	08/05/2019	08/18/2019	08/23/2019	08/20/2019 – Personal/Sick*
Wednesday, August 28, 2019	Wednesday, August 28, 2019	08/19/2019	09/01/2019	09/06/2019	09/03/2019 – Personal/Sick*
					09/05/2019 – Vacation**
Friday, September 13, 2019	Friday, September 13, 2019	09/02/2019	09/15/2019	09/20/2019	09/17/2019 – Personal/Sick*
Friday, September 27, 2019	Friday, September 27, 2019	09/16/2019	09/29/2019	10/04/2019	10/01/2019 – Personal/Sick*
					10/03/2019 – Vacation**
Friday, October 11, 2019	Friday, October 11, 2019	09/30/2019	10/13/2019	10/18/2019	10/15/2019 – Personal/Sick*
Friday, October 25, 2019	Friday, October 25, 2019	10/14/2019	10/27/2019	11/01/2019	10/29/2019 – Personal/Sick*
					11/04/2019 – Vacation**
Friday, November 08, 2019	Friday, November 08, 2019	10/28/2019	11/10/2019	11/15/2019	11/12/2019 – Personal/Sick*
Tuesday, November 19, 2019	Tuesday, November 19, 2019	11/11/2019	11/24/2019	11/27/2019	11/22/2019 – Personal/Sick*
					12/03/2019 – Vacation**
Friday, December 06, 2019	Friday, December 06, 2019	11/25/2019	12/08/2019	12/13/2019	12/10/2019 – Personal/Sick*
Wednesday, December 18, 2019	Wednesday, December 18, 2019	12/9/2019	12/22/2019	12/27/2019	12/23/2019 – Personal/Sick*
					01/04/2020 – Vacation**

Notes:

- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon 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 City Sick Leave.
- **Vacation time earned is applied to the employee's balance at the beginning of the following month

July 2019 – June 2020 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (10 AM)	Manager Timesheet Approval Deadline (12 PM)		Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, January 03, 2020	Friday, January 03, 2020		12/23/2019	01/05/2020	01/10/2020	01/07/2020 – Personal/Sick*
Wednesday, January 15, 2020	Wednesday, January 15, 2020		01/06/2020	01/19/2020	01/24/2020	01/21/2020 – Personal/Sick*
						02/04/2020 – Vacation**
Friday, January 31, 2020	Friday, January 31, 2020		01/20/2020	02/02/2020	02/07/2020	02/04/2020 – Personal/Sick*
Friday, February 14, 2020	Friday, February 14, 2020		02/03/2020	02/16/2020	02/21/2020	02/18/2020 – Personal/Sick*
						03/03/2020 – Vacation**
Friday, February 28, 2020	Friday, February 28, 2020		02/17/2020	03/01/2020	03/06/2020	03/03/2020 – Personal/Sick*
Friday, March 13, 2020	Friday, March 13, 2020		03/02/2020	03/15/2020	03/20/2020	03/17/20209 – Personal/Sick*
Friday, March 27, 2020	Friday, March 27, 2020		03/16/2019	03/29/2020	04/03/2020	04/02/2020 – Personal/Sick*
						04/02/2020 – Vacation**
Friday, April 10, 2020	Friday, April 10, 2020		03/30/2020	04/12/2020	04/17/2020	04/14/2020 – Personal/Sick*
Friday, April 24, 2020	Friday, April 24, 2020		04/13/2020	04/26/2020	05/01/2020	04/28/2020 – Personal/Sick*
						05/02/2020 – Vacation**
Friday, May 08, 2020	Friday, May 08, 2020		04/27/2020	05/10/2020	05/15/2020	05/12/2020 – Personal/Sick*
Wednesday, May 20, 2020	Wednesday, May 20, 2020		05/11/2020	05/24/2020	05/29/2020	05/26/2020 – Personal/Sick*
						06/02/2020 – Vacation**
Friday, June 05, 2020	Friday, June 05, 2020		05/25/2020	06/07/2020	06/12/2019	06/09/2020 – Personal/Sick*
Friday, June 19, 2020	Friday, June 19, 2020		06/08/2020	06/21/2020	06/26/2020	06/23/2020 – Personal/Sick*
						07/02/2020 – Vacation**

Notes:

- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon 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 City Sick Leave.
- **Vacation time earned is applied to the employee's balance at the beginning of the following month

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 Faculty and Staff Self-Service, click on the link to **"View your Direct Deposit Information".**

5. Please have your routing and account number handy.

6. If you are direct depositing into one account, select "**Add Account**"
   A. From the dropdown menu, select your account type
   B. Deposit type is **"Percent"**
   C. Amount or Percent is "**100**"
   D. Deposit order is **"1"**