

STUDENT WORK STUDY EMPLOYMENT CHECKLIST

Complete and return the enclosed form 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.
- Fill out all **tax forms** (I-9, W-4, IT-2104 or IT-2104E) at the Federal Work Study office.
- 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 Work Study hiring paperwork?

The Employee Personal Record Form should be submitted to Shartiss England in room 201 William C. Warren Hall. All tax forms should be done at the Federal Work Study office. **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 Work Study system.

How long will it take to get your first check?

Once your employment packet is submitted to HR and to the Work Study Office, please note that it can take up to 2 weeks for processing.

Where should you pick up your paycheck?

Paychecks can be picked up on the corresponding pay day (see pay schedule on the Federal Work Study Website) from Shartiss England's office, room 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?

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). Having direct deposit on SSOL does NOT mean you have direct deposit for your paycheck.



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: _____

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: _____



Please fill out all tax forms
(I-9, W-4, IT-2104 or IT-2104-E)
at the Federal Work Study Office

210 Kent Hall
1140 Amsterdam Ave.
New York, NY 10027

Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday

Phone: +1-212-854-1770

Email: workstudy@columbia.edu

Fax: +1-212-854-4777

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**"