

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

Primary Supervisor/Timesheet Approver (please print): \_\_\_\_\_

Secondary 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

205 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](mailto: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 "**PAC: View and/or update your HR 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 dropdown menu, select your account type
  - B. Deposit type is "**Percent**"
  - C. Amount or Percent is "**100**"
  - D. Deposit order is "**1**"