FY 2020

A&S Human Resources Manual
For Administrative Hires

Columbia University

EVP HR Team

FY 2020

Recruitment & Compensation

Hiring & Onboarding

Appendix

Tools

Forms

Timesheets

TalentLink

Before Submission *(New Positions Only)*

If this is a replacement and no changes are necessary, skip to the section on Posting in TalentLink

☐ Department must obtain funding approval via email (including chartstring or combocode)
   Email Hiring Committee: Tanique Dunkley, Ellen Binder, and Scott Norum (see Funding Request Email Template) and copy EVP HR: Davima Broadbelt, Patrice Parker & Roje Thomas

☐ Department must draft Job Description and send via email to EVP HR for review and approval **(Note:** This is done outside of TalentLink)
   EVP HR will review; edits will be requested if necessary

After funding approval is granted and the Job Description has been drafted, position evaluation can begin.

Position Evaluation

☐ EVP HR will review, edit & approve the Job Description (JD) and then submit it to Central HR (CUHR) for evaluation.
   CUHR may request additional information to aid the evaluation (i.e.. Position Questionnaires are completed to evaluate union roles)
   EVP HR will contact Department for any additional information; **Note: Position Questionnaires must be typed, signed, and dated by employee and supervisor (leave blank for new positions.)**

☐ CUHR evaluates, grades and approves the position. Once approved, the department enters JD in TalentLink, through approval process. HRPC Position Management will assign a Position Number for new positions or update existing positions

☐ Once position is approved by EVP HR, new positions or positions requiring changes, the Red Section in TalentLink must be completed with the new position number details for the updated/new job description. (i.e. the proposed grade and title etc.)

After the position has been evaluated and assigned a grade/ position number is updated, it can be posted in TalentLink.

Post in TalentLink / Recruitment

☐ Department | Enter posting (requisition) draft in TalentLink - Select New, Replacement, Addition to Compliment, Update Job Description to Post or Waiver (if applicable)

Notify EVP HR of draft posting via email
Select Appropriate Review/Approver: *For Replacement positions select Roje. For New Positions select Davima.*

Note: A position can be posted as a waiver if the position is only available for up to 1 year and a candidate has already been identified.

☐ EVP HR | Review & open posting (requisition).
EVP HR ensures the Job Requisition is compliant and properly formatted. Will request edits from Department if necessary.

☐ EVP HR *(Waivers Only)* | Open Waiver posting (requisition)
Email Department with a direct link to the posting
Note: Jobs posted as waivers are not visible on CU careers page.

☐ Department *(Waivers Only)* | Send candidate the link to the posting and instruct them to apply.
Note: Jobs posted as waivers close automatically after 48 hours.

☐ Department | Conduct interview(s)
Identify finalist(s)
Update all applicant statuses in TalentLink - *if more than 1 finalist, identify back-up finalists by selecting* "short list"
Enter Hiring and Salary information for Offer: Anticipated Job Offer Date, Anticipated Hire Date, Supervisor Name, Supervisor Phone Number, Supervisor Email Address and Salary details: Annual Salary (for employees) or Hourly Rate (for Student Casuals)
Notify EVP HR, via email, that the posting (requisition) is ready to be closed

☐ EVP HR | Close requisition
Notify Department and review offer card, Submit finalist to CUHR for review and clearance as finalist.

☐ CUHR | CUHR clears the finalist (Department will be notified of approval via email notification)

After Department notifies EVP HR that the finalist has been cleared by CUHR, Hiring and On-Boarding can begin.

Hiring & On-Boarding

☐ EVP HR | Notify Department via email that includes sample email with Offer Letter template
EVP HR will send an email containing all of the necessary documents

☐ Department | Confirms salary with EVP HR.
Makes formal offer to candidate via email.

☐ Candidate | Accepts offer in TalentLink

☐ Department | Department uploads final offer letter to TalentLink; edits offer card as needed.

Send the background check link to the finalist via TalentLink and candidate will enter their own background check.

Monitor progress of background check.
Save CU Criminal Disclosure form, and Personal Information.
Notify EVP HR once background check has been entered

☐ CUHR   Notify EVP HR and Department once the background check has cleared

☐ EVP HR   Once notified, provide sample email with New Hire Paperwork
          EVP HR will send an email with all of the necessary documents attached

☐ Department   Contact candidate with New Hire Paperwork

After the Department has received all paperwork, the Department can hired via TBH in PAC.
For guidance on processing a Template Based Hire (TBH), contact EVP HR

TALENTLINK

Creating Job Descriptions and Requisitions – A&S Specific Guidance

Job Description Types of Action and Approval Process

TYPE OF ACTION	DESCRIPTION	APPROVAL PROCESS AND WORKFLOW
New *	Choose the "**New**" option from the drop down box for a position that did not previously exist or has never been posted in the old JAC system.	- Complete required fields in the Job Type section. - Skip to the Red Section and complete the new position number field of the job description with the proposed grade and title etc. - Enter job description and relevant summary texts. - In the Users and Approvals section, Select "**CU - New/Change Position Number**" from the Approval Process menu. - In the School/Dept. Approver Field, add **Davima Broadbelt**. - In the Central HR Approver field, add **Linda Lupiani**. - Save any additional information or context that might be relevant to the evaluation in the notes and documents sections.
Replacement	Select "**Replacement**" when the incumbent is being replaced and no changes are needed to the job description. Use this action to replace an existing position where the title and grade are not changing, but there are minor edits to the job description (JD) such as updates to system names, department title updates, and formatting edits.	- Complete required fields in the Job Type section. - Include the existing position number in the Position Number field. - In the Users and Approvals section, select "**JD Approval**" from the Approval process menu. - In the School/Dept. Approver field, add **Roje Thomas**. - In the Central HR Approver field, add **Linda Lupiani**.

* Please note that the job description is finalized outside of the TalentLink system. Only once the job description is approved by CUHR and EVP HR (via email), should a "new" Job Description (JD) be entered into TalentLink to be posted.*

TYPE OF ACTION	DESCRIPTION	APPROVAL PROCESS AND WORKFLOW
Addition to Complement	Select this option when creating a (duplicate) position with no change to an already approved JD, title and grade (e.g. a second Research staff Assistant).	▪ Complete required fields in the Job Type section. ▪ Include the existing position number (that you are replicating) in the Position Number field ▪ In the Users and Approvals section, select "**JD Approval**" from the Approval process menu. ▪ In the School/Dept. Approver field, add **Patrice Parker**. ▪ In the Central HR Approver field, add **Linda Lupian**i.
Update Job Description to Post	Select the "**Update Job Description to Post**" option when you want to make material changes to an existing job description that would result in an upgrade or downgrade; (i.e. a change in title and or grade).	▪ Complete required fields in the Job Type section. ▪ Include the existing position number in the Position Number field. ▪ Complete the Red Section of the job description to update the position number attributes. ▪ In the Users and Approvals section, select "**CU - New/Change Position Number**" for the Approval Process field. ▪ In the School/Dept. Approver Field, add **Davima Broadbelt**. ▪ In the Central HR Approver field, add **Linda Lupiani**. ▪ Save any additional information or context that might be relevant to the evaluation in the notes and documents sections.

New job description

Position info   Notes   Documents

JOB DESCRIPTION

**Note: To edit an approved Job Description scroll to the bottom of the form and press Update JD
Click OK in the pop-up window that appears to reset the approval process.**

Title:*   [   ]

Type of Action: [New   ▼]

_____

JOB TYPE

Job Type/Category:*   [Select   ▼]

Bargaining Unit: [▼]

Full Time / Part Time:*   [Select   ▼]

_____

USERS AND APPROVALS

Team: Office of EVP Arts & Sciences ▾

School/Department HR (Initiator):*   Roje Thomas   🔍 ◢

Please wait...

→ Approval process:*   CU - New/Change Position Number ▾

→ 1. School/Dept Approver: Davima Broadbelt   🔍 ◢

Please wait...

→ 2. Central HR Approver: Linda Lupiani   🔍 ◢

Please wait...

3. HRPC Approver: HRPC Position Management   🔍 ◢

positionmgmt@columbia.edu ▾

Client Manager:*   🔍 ◢

No user selected.

Next page ❯

Please fill in all mandatory fields marked with an asterisk (*).

Requisition Approval Process

When creating a requisition, select "CU Approval" in the Approval Process drop down. Enter the name of the EVP-HR team member who worked with you to create the job description (either Davima Broadbelt, Roje Thomas or Patrice Parker) in the School/Dept Approver field. Enter Linda Lupiani in the Central HR field.

USERS AND APPROVALS

Team:	Art History & Archaeology
Department Administrator:	
	No user selected.
School/Department HR (Initiator):*	Davima Broadbelt
	Title: Generalist-Human Resources
Approval process:*	CU Approval
1. School/Dept Approver:	Patrice Turner
	pct2113@columbia.edu
2. Central HR:	Linda Lupiani
	ll2300@columbia.edu
Client Manager:*	Linda Lupiani
	Title: Exec Director-HR Client Srvs

Next page >
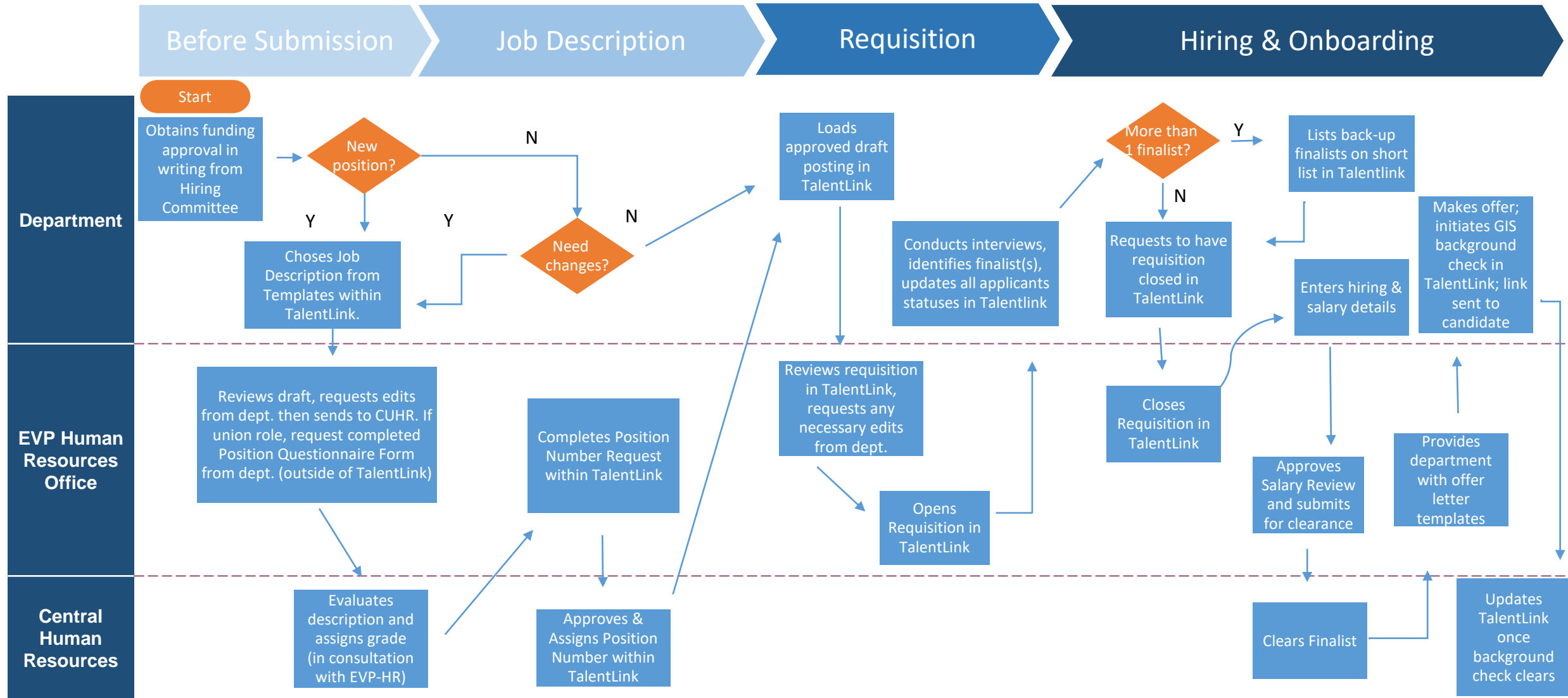
Please fill in all mandatory fields marked with an asterisk (*).

Internal Applicant Status	Public Status on Career Portal (what applicant sees)	Triggers Email (Y/N)	Default communication to:					
			Applicant	School/Department Initiator	Client Manager	Hiring Manager	Search Committee Chair	Search Committtee Member
Application Submitted*	Application Submitted							
Application Incomplete*	Application Incomplete	Y	X					
New*	Application Submitted	Y	X					
Does Not Meet Minimum Requirements	Does Not Meet Requirements	Y	X					
Application Withdrawn	Application Withdrawn	Y	X					
Position Withdrawn	Position Withdrawn	Y	X					
Shortlist	Application Under Review							
Hiring Manager Review	Application Under Review	Y				X		
Do Not Move Forward	Application Under Review							
Search Committee Review	Application Under Review	Y					X	X
Phone Screen	Application Under Review	Y	X					
Phone Screen Unsuccessful	Application Under Review							
Interview	Application Under Review							
Interview Scheduled	Interview Scheduled	Y	X					
Interview Declined	Interview Declined	Y	X					
Second Round Interview	Application Under Review							
Second Interview Scheduled	Second Interview Scheduled	Y	X					
Second Interview Declined	Second Interview Declined	Y	X					
Final Interview	Application Under Review							
Final Interview Scheduled	Final Interview Scheduled	Y	X					
Final Interview Declined	Final Interview Declined	Y	X					
Reference contact information requested	Application Under Review	Y	X					
Finalist Selected	Application Under Review	Y		X				
Finalist Cleared	Application Under Review	Y		X				
Finalist Not Cleared	Application Under Review	Y		X				
--Prep for Offer to Submit Finalist--	Application Under Review							
Verbal Offer	Offer Extended							
--Create Written Offer--	Interviewing in process							
Send Written Offer	Offer Extended	Y	X	X		X		
Offer Accepted*	Offer Accepted	Y	X	X		X		
Offer Declined*	Offer Declined	Y		X		X		
Initiate Background Check	Background Check Initiated	Y		X				
Background Check Pending	Background Check Pending							
Background Check Cleared	Background Check Cleared	Y		X				
Background Check Not Cleared	Background Check Pending	Y		X				
Hired / Initiate Onboarding	Hired							
Offer Rescinded	Offer Rescinded							
Interviewed, Not Hired	Reviewed, Not Selected	Y	X					
Not Interviewed, Not Hired	Reviewed, Not Selected	Y	X					
Removed	No longer under consideration							

*These statuses will automatically update.

** E-Mail Notifications to Candidates can be turned off

TalentLink HIRING PROCESS – A&S

| Before Submission | Job Description | Requisition | Hiring & Onboarding |

Department

Start

Obtains funding approval in writing from Hiring Committee

New position? — N

Choses Job Description from Templates within TalentLink. — Y

Need changes? — Y — N

Loads approved draft posting in TalentLink

Conducts interviews, identifies finalist(s), updates all applicants statuses in Talentlink

More than 1 finalist? — Y — Lists back-up finalists on short list in Talentlink

N

Requests to have requisition closed in TalentLink

Enters hiring & salary details

Makes offer; initiates GIS background check in TalentLink; link sent to candidate

EVP Human Resources Office

Reviews draft, requests edits from dept. then sends to CUHR. If union role, request completed Position Questionnaire Form from dept. (outside of TalentLink)

Completes Position Number Request within TalentLink

Reviews requisition in TalentLink, requests any necessary edits from dept.

Opens Requisition in TalentLink

Closes Requisition in TalentLink

Approves Salary Review and submits for clearance

Provides department with offer letter templates

Central Human Resources

Evaluates description and assigns grade (in consultation with EVP-HR)

Approves & Assigns Position Number within TalentLink

Clears Finalist

Updates TalentLink once background check clears

*Job evaluations for "NEW" positions are done outside TalentLink via email. Once approved and graded, they can be loaded into TalentLink.

**EVP HR will email the department the hiring documents i.e., tax docs, 195, etc. to begin the hiring process.
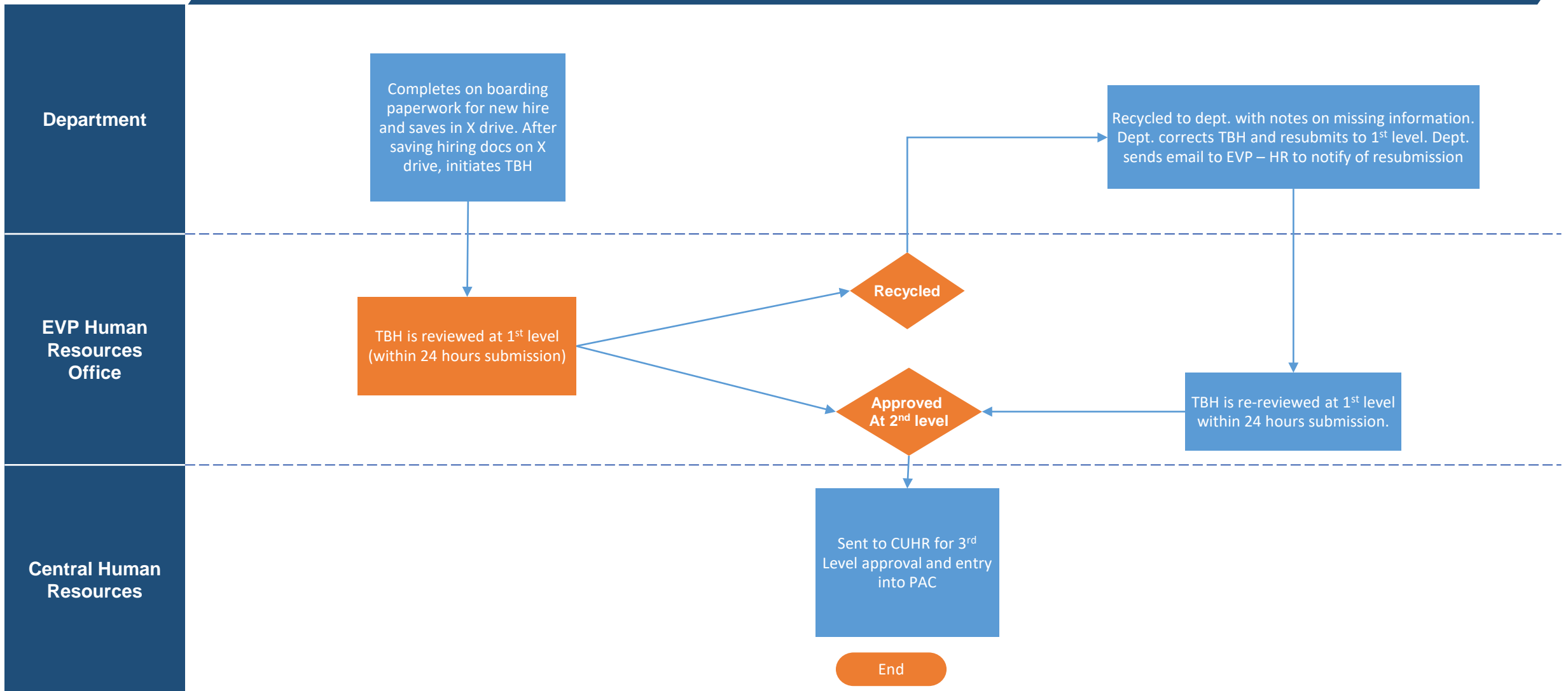
*** Posting for positions Grade 14 and above must submit an Intensive Recruitment Search Plan Review form to Central HR for approval

**** To open a waiver posting, please contact EVP HR office for more information

Continued..

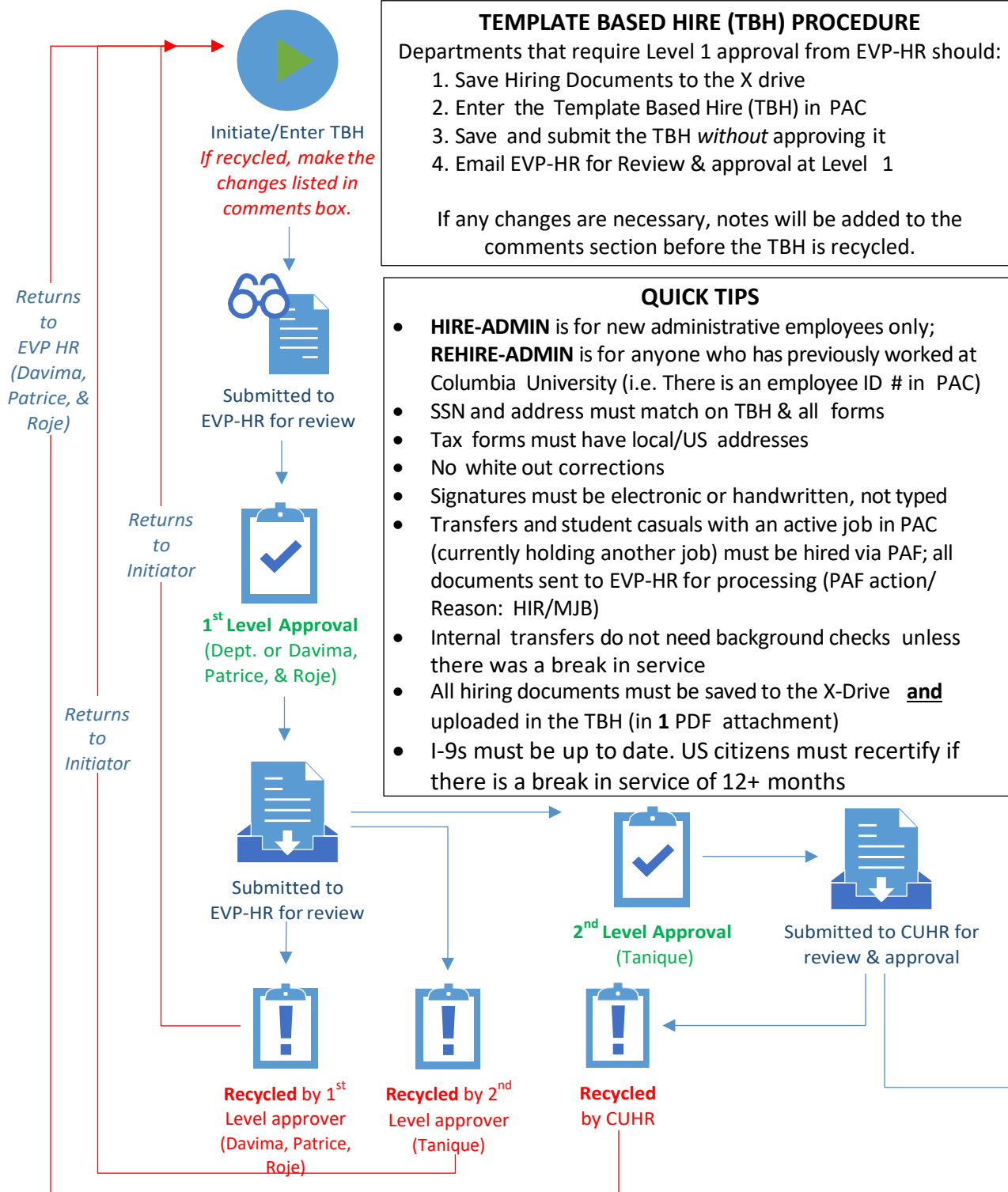# TalentLink HIRING PROCESS – A&S continued

On-Boarding Continued

Department

Completes on boarding paperwork for new hire and saves in X drive. After saving hiring docs on X drive, initiates TBH

Recycled to dept. with notes on missing information. Dept. corrects TBH and resubmits to 1st level. Dept. sends email to EVP – HR to notify of resubmission

EVP Human Resources Office

TBH is reviewed at 1st level (within 24 hours submission)

Recycled

Approved At 2nd level

TBH is re-reviewed at 1st level within 24 hours submission.

Central Human Resources

Sent to CUHR for 3rd Level approval and entry into PAC

End

HR Service Agreements		*After Paperwork
	is received from EVP HR	
Central HR	Position Evaluation	3-5 business days*
	Position Number Assignment (PMR)	2 business days*
	Clearance of Finalist in TalentLink	3 business days*
	Final Approval/Visible in PAC	2-5 business days*
GIS	Background Check Clearance - Domestic	5-7 business days*
	Background Check Clearance - International	14 business days*
EVP HR	Review of JDs	3-5 business days*
	Open Position in TalentLink	1 business day*
	Closing a posting in TalentLink	2 business days

*Note: The above is intended to inform departments of the length of processing time associated with each transaction (*provided all required information was submitted and there is no additional information/follow-up necessary). This is subject to change given the volume of transactions being processed at any given time.*

TalentLink Posting Requirements		
Grades	Employee Type	Post For
5 - 9A	Non-Union Support Staff (NUSS)	5 business days
R1 - R9	Research & Technical Non-Union Support Staff (NUSS)	5 business days
5 - 9A	Local 2110 Union positions	5 business days
10-13	Officer Level Positions	5 business days
14 - above	Officer Level Positions (Local Search)	14 calendar days
	Officer Level Positions (National Search)	21 calendar days

Initiate/Enter TBH

If recycled, make the changes listed in comments box.

Submitted to EVP-HR for review

1st Level Approval
(Dept. or Davima, Patrice, & Roje)

Submitted to EVP-HR for review

Recycled by 1st Level approver (Davima, Patrice, Roje)

Recycled by 2nd Level approver (Tanique)

Recycled by CUHR

2nd Level Approval (Tanique)

Submitted to CUHR for review & approval

Returns to EVP HR (Davima, Patrice, & Roje)

Returns to Initiator

Returns to Initiator

Final Approval (CUHR)

Employee is active in PAC

TEMPLATE BASED HIRE (TBH) PROCEDURE

Departments that require Level 1 approval from EVP-HR should:
1. Save Hiring Documents to the X drive
2. Enter the Template Based Hire (TBH) in PAC
3. Save and submit the TBH *without* approving it
4. Email EVP-HR for Review & approval at Level 1

If any changes are necessary, notes will be added to the comments section before the TBH is recycled.

QUICK TIPS

- **HIRE-ADMIN** is for new administrative employees only; **REHIRE-ADMIN** is for anyone who has previously worked at Columbia University (i.e. There is an employee ID # in PAC)
- SSN and address must match on TBH & all forms
- Tax forms must have local/US addresses
- No white out corrections
- Signatures must be electronic or handwritten, not typed
- Transfers and student casuals with an active job in PAC (currently holding another job) must be hired via PAF; all documents sent to EVP-HR for processing (PAF action/ Reason: HIR/MJB)
- Internal transfers do not need background checks unless there was a break in service
- All hiring documents must be saved to the X-Drive **and** uploaded in the TBH (in **1** PDF attachment)
- I-9s must be up to date. US citizens must recertify if there is a break in service of 12+ months

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TBH DOCUMENTATION

All TBHs should be accompanied by the following documents:

SHORT-TERM CASUAL HIRES
1. Casual Employment form
2. NYS DOL 195 form
3. Voluntary Race & Ethnicity Self Identification form
4. W-4 (Federal Tax form)
5. IT-2104 (State Tax form)
6. I-9 Completion Receipt
7. Paid Family Leave Waiver
8. Non US citizens also need: I-9, Passport, Visa with supplemental documents (I-20 form for F1 visas, DS2019 form for J1 visas, 797 form for H1 visas)
   *Rehires only need forms 1, 2, & 7

ADMINISTRATIVE HIRES
1. CU Criminal Disclosure form
2. TalentLink Employment Application (signed)
3. TalentLink Offer Detail Card
4. TalentLink Job Description (Requisition)
5. NYS DOL 195 form
6. Voluntary Race & Ethnicity Self Identification form
7. W-4 (Federal Tax form)
8. IT-2104 or IT-2104.1 (State Tax form)
9. Resume
10. Background Check Clearance Email from CUHR
11. Signed offer letter

All International hires must provide the following:
1. Passport & Visa
2. Supplemental immigration information (for F1 visas: I-20 form, for J1 visas: DS2019, for H1 visas: 797)
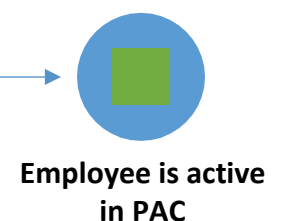
USING GIS

Logging In

GIS Website: https://apps.geninfo.com/Login.aspx?CompanyParm=GIS-US

1. Login to GIS using UNI and GIS password. If you do not have access to GIS, please email the EVPHR team. If you have trouble logging in, or have not accessed the site in over 6 months, please contact GIS at (877) 590-4012 to reset your password.

2. Scroll to the bottom of the Notification and Access Security Requirements page and click "Agree."

3. Click "Next" on the Bulletin page.

Order Reports

1. On the Main Navigation page, click "Order Reports."
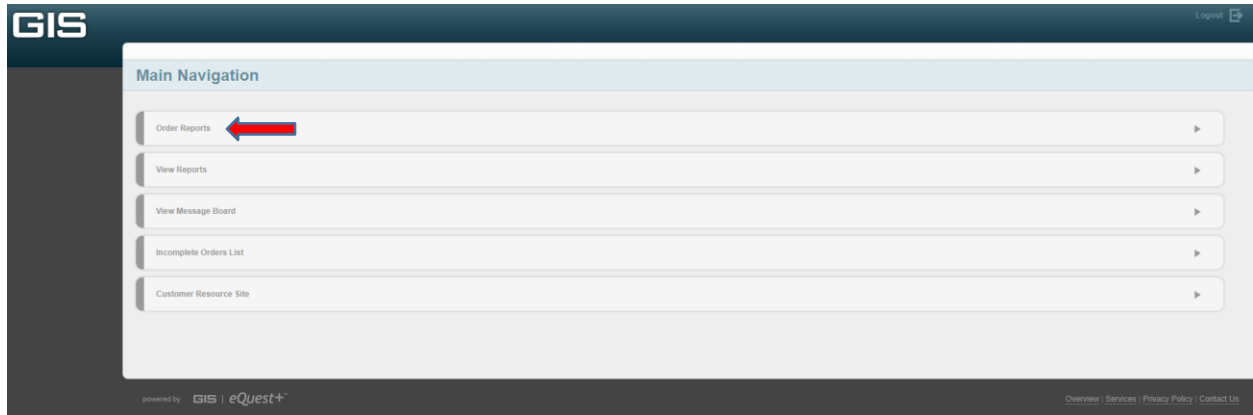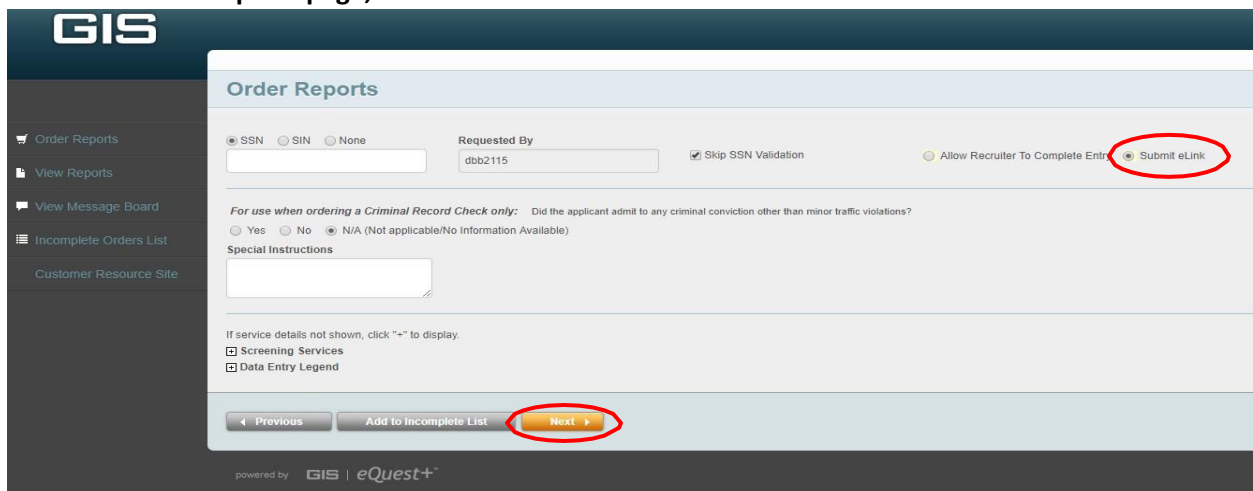

2. On the Order Reports: Job Classification page, select "Standard Package" from the Job Class dropdown menu, and "New York" from the Work State dropdown menu.
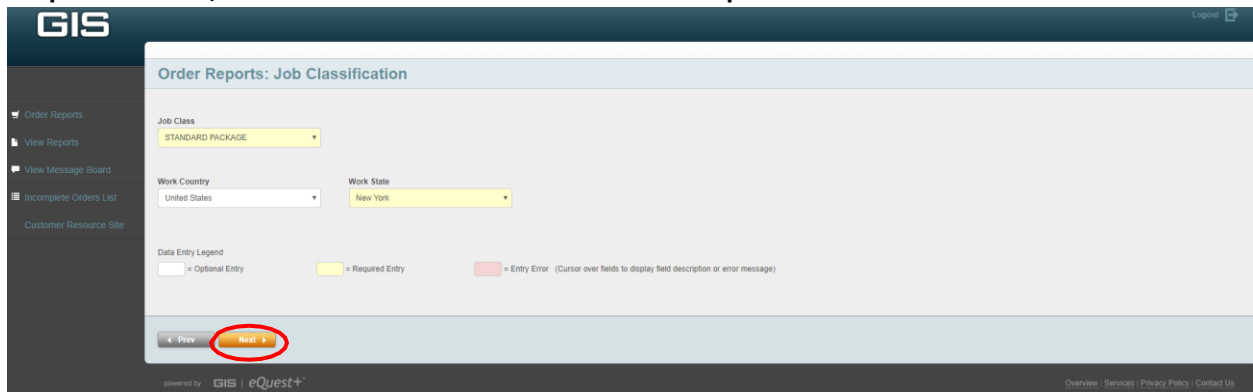
3. On the Order Reports page, select "Submit E-Link" and click "Next."

4. On the Identification Information page, enter the finalist's first name, last name and email. Click "Next."

5. Review the order details for accuracy and click "Process Order."

View Reports

1. On the Main Navigation page, click "View Reports."
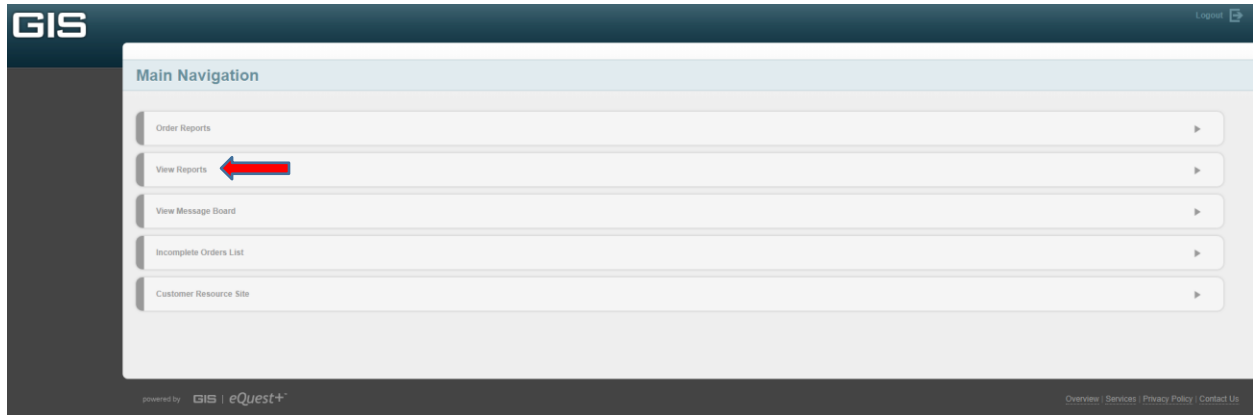
2. Enter the finalist's last name and first name, and the Dates Requested. Click "Go." Note: If you leave the Dates Requested field blank, the system will default to the last 30 days.

3. Click on Candidate's Name to view report details. NOTE: If all the criminal searches are clear, you can request conditional clearance by emailing the EVP-HR team.

Smart HR Transactions

Template Based Hire/Rehire

Enter/Review the employee information.

*Job Eff Date (Hire Date): 11/22/2017 📅

| **Personal / Job Data** | Labor Accounting |

Employee Information

National ID (SSN)   *Must match SSN on all submitted forms

*National ID (SSN) 012345678

Primary Name - English

*Name Prefix Ms. ▼
*First Name Jane
Middle Name
*Last Name Doe
Name Suffix ▼

Home/Permanent Address (Required)   *Must be a US (local) address and must match on all submitted forms

*Address Type Home ▼   *Country USA 🔍

*Address Line 1 123 Main Street
Address Line 2
Address Line 3
*City Anytown   State NY 🔍
Postal Code 12345

Mailing Address

Address Type Mailing ▼   Country USA 🔍

Address Line 1
Address Line 2
Address Line 3
City   State 🔍
Postal Code

Office Address

*Address Type CU Office ▼   *Country USA 🔍

*Addr Line 1 (Bldg & Rm) Watson Hall - Rm 704
Address Line 2 612 West 115th Street
Addr Line 3 (Mail Code) MC4302
City New York   State NY 🔍
Postal Code

Check Address   *Check sequence code info must match the hiring department

*Check Sequence Code 00901 🔍
Address Line 1 A & S Admin c/o Qamar Said
Address Line 2 Low Library - A&S Admin
Address Line 3 MC 4302   Number 00901

Home/Preferred Phone

Phone Type Home ▼   Telephone 212-123-4567

Mobile Phone

Phone Type `Mobile`   Telephone [ ]

CU Office Phone

Phone Type `CU Office`   Telephone [212-854-1234]

CU Office Fax

Phone Type `CU Office FAX`   Telephone [ ]

Person Gender

*Gender Female ▼

Birth Information

*Date of Birth [01/01/1991] 📅

Person Marital Status   *Must match marital status listed on tax forms

*Marital Status Married ▼   Marital Status Date [09/09/2009] 📅

Citizenship Status   *Must match status on completed I-9

*US Citizen? Y 🔍

Visa   *Must include visa number & documentation if the employee is not a US citizen

Visa/Permit Type [ ]   Visa/Permit Number [ ]

Expiration Date

Ethnicity/Diversity (check as many as applicable)

☐ Hispanic or Latino   ☐ American Indian/Alaska Native
☐ Asian   ☐ Black or African American
☐ Native Hawaiian/Pacific Island   ☐ White

Person Education Level

*Highest Education Level G-Bachelor's Level Degree ▼

Education - 01 - Highest Degree

Degree [BA] 🔍   School Code [2093] 🔍

Date Received [05/31/2012] 📅   SchoolDescription [COLUMBIA UNIVERSITY]

Education - 02 - Accomplishment

Degree [ ] 🔍   School Code [ ] 🔍

Date Received [ ] 📅   SchoolDescription [ ]

Education - 03 - Accomplishment

Degree [ ] 🔍   School Code [ ] 🔍

Date Received [ ] 📅   SchoolDescription [ ]

Education - 04 - Accomplishment

Degree [ ] 🔍   School Code [ ] 🔍

Date Received [ ] 📅   SchoolDescription [ ]

Tenure Data   * Choose Code 6 (will help HR with reporting)

| *Tenure Status | 6. Not Applicable ▼ | Tenure Eff Date (Req'd for 1 or 2 Only) | [   ] 📅 |

Complete University Title   *Must Match Title that is auto-generated by position number below

CU BusinessTitle [   ]

Work Location - Job Fields   *Make sure all position number attributes are generated correctly; same as offer letter

*Position Number	[🔍]		☐ Override Position Data
Position Description	[ ]	Location Code	[ ]
Position Department	[ ]	*Admin Department	[ ]
Position Dept Descr	[ ]	Admin Dept Descr	[ ]
*Full/Part Time	Full-Time ▼		
*Job Code	[ ]		
Salary Grade	[ ]	Standard Hours	[ ]

CU_JOB

| Period/Contract Salary | [   ] | Appointment EndDate | [   ] 📅 |
| Full BaseSalary | [   ] | | |

Job Compensation - Pay Components

*Use NAHRLY for Casual hires (List hourly rate); Use NAANNL for all other employees (List annual rate)

| *Comp Rate Code (Salary Type) | NAANNL ▼ | Compensation Rate (Annual or Hourly Rt) | 40000.000000 |
| Compensation Frequency | A | | |

Validation of I-9   *Request copy of I-9 receipt to confirm that the I-9 has been completed

☑ Completion of I-9 Validation

Affirmative Action

| AA Clearance Effective Date | [▼] [   ] 📅 | Expiration Date | [   ] 📅 |

Attachments   *Upload all documents in 1 pdf file   Personalize | Find | View All | | First 1 of 1 Last

Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View
1		Hiring Documents ▼		Upload	View

Comments   **This is where any issues will be noted for recycled TBHs**

| Comments | [   ] |

Return to Enter Transaction Details Page

| Save and Submit | Save for Later | Quit Without Saving |

Go to Top of page

Smart HR Transactions

Go to Bottom of page

Template Based Hire/Rehire

Enter/Review the employee information.

*Job Eff Date (Hire Date): 11/22/2017 📅

Personal / Job Data	Labor Accounting

Employee Information

*Funding end date is the end of the fiscal year (positions with grant-funding must adhere to the grant's instructions)

Salary Distribution - 1a

Combination Code	🔍	**Funding End Date**	06/30/2018 📅
Description			
Combo Code Department			
Combo Code Amount		**Percent of Distribution**	100.000000

Salary Distribution - 1b

Combination Code	🔍	**Funding End Date**	📅
Description			
Combo Code Department			
Combo Code Amount		**Percent of Distribution**	

Salary Distribution - 1c

Combination Code	🔍	**Funding End Date**	📅
Description			
Combo Code Department			
Combo Code Amount		**Percent of Distribution**	

Salary Distribution - 1d

Combination Code	🔍	**Funding End Date**	📅
Description			
Combo Code Department			
Combo Code Amount		**Percent of Distribution**	

Salary Distribution Comments

Comments

Additional Compensation - 1a

Earnings Code	🔍	**Earnings End Date**	📅
Description		**Combination Code**	🔍
Pay Period Amount		**Description**	
		Combo Code Department	

Additional Compensation - 1b

Earnings Code	🔍	**Earnings End Date**	📅
Description		**Combination Code**	🔍
Pay Period Amount		**Description**	

| Pay Period Amount | | Description | |

Combo CodeDepartment [   ]

Additional Compensation - 6b

| Earnings Code | | Q | | Earnings End Date | | 📅 |

| Description | [   ] | Combination Code | | Q |

Pay Period Amount   Description [   ]

                                                        Combo CodeDepartment [   ]

Additional Compensation - 6c

Earnings Code   Q   Earnings End Date [   ] 📅

Description [   ]   Combination Code [   ] Q

Pay Period Amount   Description [   ]

                                                        Combo CodeDepartment [   ]

Additional Compensation - 6d

Earnings Code   Q   Earnings End Date [   ] 📅

Description [   ]   Combination Code [   ] Q

Pay Period Amount   Description [   ]

                                                        Combo CodeDepartment [   ]

Comments - 6

Comments

Comments [⤢]

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*This will send the TBH to the 2nd Level approver   *This will not send the TBH for approval.

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SAMPLE FUNDING REQUEST EMAIL
For New Regular or Temporary Replacements

Send an email to the Hiring Committee:
- Tanique Dunkley (td2432@columbia.edu)
- Ellen Binder (eb337@columbia.edu)
- Scott Norum (swn3@columbia.edu)

Copy the EVP HR Office:
- Davima Broadbelt (dbb2115@columbia.edu)
- Patrice Parker (pct2113@columbia.edu)
- Roje Thomas (rt2736@columbia.edu)

Subject: Funding Approval Request for *Position Name – Dept.*

Body of the email:

Dear All,

I am requesting funding approval for *X (# of positions)* new positions: *1 full-time/part-time Position Name* (*XX* hours per week) at Grade *X (Proposed Grade)*.

The budgeted salary is $*XX* per hour, $*XX,XXX* annually.

The targeted start date: *9/01/17*

For replacements only: Incumbent will replace: *Jane Doe*

If grant funded only: The salaries will be funded by *the XYZ grant from the XXX Foundation* with a current end date of *2/28/19 (if applicable)*.

The chart string for the positions: *Provide full chart string(s) or combocode*

%	Combocode *(if available)*	Natural Account	Department Number	PC Bus Unit	Project	Activity	Initiative	Segment

Columbia University Pay Calendar for July 2019 to June 2020

Type of Payroll	Pay Run ID	Period Covered	PAF, Nomination Forms & TBH HRPC Mail Closing Date	FFE/Time & Labor Entry Period	Labor Accounting Add Comp Dept. Admin.	Final Approve	View on Web Date	Check Date
Weekly	WKL-19-027	06/24/19-06/30/19	Fri 06/21/2019	06/26/19 - 06/28/19			07/02/19	07/05/2019
Semi-Monthly	SMP-19-013	07/01/19-07/15/19	Mon 07/01/2019		Mon 07/01/19	Mon 07/08/2019	07/11/19	07/15/2019
Biweekly	BWK-19-028	06/24/19-07/07/19	Fri 06/28/2019	07/03/19 - 07/08/19			07/10/19	07/12/2019
Weekly	BWK-19-028	07/01/19-07/07/19	Fri 06/28/2019	07/03/19 - 07/08/19			07/10/19	07/12/2019
Weekly	WKL-19-029	07/08/19-07/14/19	Mon 07/8/2019	07/10/19 - 07/15/19			07/17/19	07/19/2019
Semi-Monthly	SMP-19-014	07/16/19-07/31/19	Thu 07/18/2019		Wed 07/17/2019	Wed 07/24/2019	07/27/19	07/31/2019
Stipend / Retiree	STR-19-008	08/01/19 - 08/31/19	Thu 07/18/2019				07/27/19	08/01/2019
Biweekly	BWK-19-030	07/08/19-07/21/19	Mon 07/15/2019	07/17/19 - 07/22/19			07/24/19	07/26/2019
Weekly	BWK-19-030	07/15/19-07/21/19	Mon 07/15/2019	07/17/19 - 07/22/19			07/24/19	07/26/2019
Weekly	WKL-19-031	07/22/19-07/28/19	Mon 07/22/2019	07/24/19 - 07/29/19			07/31/19	08/02/2019
Semi-Monthly	SMP-19-015	08/01/19-08/15/19	Fri 08/02/2019		Fri 08/02/2019	Thu 08/08/2019	08/13/19	08/15/2019
Biweekly	BWK-19-032	07/22/19-08/04/19	Mon 07/29/2019	07/31/19 - 08/05/19			08/07/19	08/09/2019
Weekly	BWK-19-032	07/29/19-08/04/19	Mon 07/29/2019	07/31/19 - 08/05/19			08/07/19	08/09/2019
Weekly	WKL-19-033	08/05/19-08/11/19	Mon 08/05/2019	08/07/19 - 08/12/19			08/14/19	08/16/2019
Biweekly	BWK-19-034	08/05/19-08/18/19	Mon 08/12/2019	08/14/19 - 08/19/19			08/21/19	08/23/2019
Weekly	BWK-19-034	08/12/19-08/18/19	Mon 08/12/2019	08/14/19 - 08/19/19			08/21/19	08/23/2019
Semi-Monthly	SMP-19-016	08/16/19-08/31/19	Mon 08/19/2019		Mon 08/19/2019	Fri 08/23/2019	08/28/19	08/30/2019
Stipend / Retiree	STR-19-009	09/01/19-09/30/19	Mon 08/19/2019				08/28/19	09/01/2019
Weekly	WKL-19-035	08/19/19-08/25/19	Mon 08/19/2019	08/21/19 - 08/26/19			08/28/19	08/30/2019
Biweekly	BWK-19-036	08/19/19-09/01/19	Fri 08/23/2019	08/28/19 - 08/30/19			09/04/19	09/06/2019
Weekly	BWK-19-036	08/26/19-09/01/19	Fri 08/23/2019	08/28/19 - 08/30/19			09/04/19	09/06/2019
Semi-Monthly	SMP-19-017	09/01/19-09/15/19	Fri 08/30/2019		Fri 08/30/2019	Fri 09/06/2019	09/11/19	09/13/2019
Weekly	WKL-19-037	09/02/19-09/08/19	Fri 08/30/2019	09/04/19 - 09/09/19			09/11/19	09/13/2019
Biweekly	BWK-19-038	09/02/19-09/15/19	Mon 09/09/2019	09/11/19 - 09/16/19			09/18/19	09/20/2019
Weekly	BWK-19-038	09/08/19-09/15/19	Mon 09/09/2019	09/11/19 - 09/16/19			09/18/19	09/20/2019
Semi-Monthly	SMP-19-018	09/16/19-09/30/19	Mon 09/17/2019		Mon 09/17/2019	Fri 09/23/2019	09/26/19	09/30/2019
Stipend / Retiree	STR-19-010	10/01/19-10/31/19	Tue 09/17/2019				09/26/19	10/01/2019
Weekly	WKL-19-039	09/16/19-09/22/19	Mon 09/16/2019	09/18/19 - 09/23/19			09/25/19	09/27/2019
Biweekly	BWK-19-040	09/16/19-09/29/19	Mon 09/23/2019	09/25/19 - 09/30/19			10/02/19	10/04/2019
Weekly	BWK-19-040	09/23/19-09/29/19	Mon 09/23/2019	09/25/19 - 09/30/19			10/02/19	10/04/2019
Semi-Monthly	SMP-19-019	10/01/19-10/15/19	Tue 10/01/2019		Tue 10/01/2019	Mon 10/07/2019	10/10/19	10/15/2019
Weekly	WKL-19-041	09/30/19-10/06/19	Mon 09/30/2019	10/02/19 - 10/07/19			10/09/19	10/11/2019
Biweekly	BWK-19-042	09/30/19-10/13/19	Mon 10/07/2019	10/09/19 - 10/14/19			10/16/19	10/18/2019
Weekly	BWK-19-042	10/07/19-10/13/19	Mon 10/07/2019	10/09/19 - 10/14/19			10/16/19	10/18/2019
Weekly	WKL-19-043	10/14/19-10/20/19	Mon 10/14/2019	10/16/19 - 10/21/19			10/23/19	10/25/2019
Semi-Monthly	SMP-19-020	10/16/19-10/31/19	Fri 10/18/2019		Fri 10/18/2019	Thu 10/24/2019	10/29/19	10/31/2019
Stipend / Retiree	STR-19-011	11/01/19- 11/30/19	Fri 10/18/2019				10/29/19	11/01/2019
Biweekly	BWK-19-044	10/14/19-10/27/19	Mon 10/21/2019	10/23/19 - 10/28/19			10/30/19	11/01/2019

Columbia University Pay Calendar for July 2019 to June 2020

Type of Payroll	Pay Run ID	Period Covered	PAF, Nomination Forms & TBH HRPC Mail Closing Date	FFE/Time & Labor Entry Period	Labor Accounting Add Comp		View on Web Date	Check Date
					Dept. Admin.	Final Approve		
Weekly	BWK-19-044	10/21/19-10/27/19	Mon 10/21/2019	10/23/19 - 10/28/19			10/30/19	11/01/2019
Weekly	WKL-19-045	10/28/19-11/03/19	Fri 10/25/2019	10/31/19 - 11/01/19			11/05/19	11/08/2019
Semi-Monthly	SMP-19-021	11/01/19-11/15/19	Fri 11/01/2019		Mon 11/04/2019	Fri 11/8/2019	11/13/19	11/15/2019
Biweekly	BWK-19-046	10/28/19-11/10/19	Fri 11/01/2019	11/06/19 - 11/11/19			11/13/19	11/15/2019
Weekly	BWK-19-046	11/04/19-11/10/19	Fri 11/01/2019	11/06/19 - 11/11/19			11/13/19	11/15/2019
Weekly	WKL-19-047	11/11/19-11/17/19	Mon 11/11/2019	11/13/19 - 11/18/19			11/18/19	11/22/2019
Semi-Monthly	SMP-19-022	11/16/19-11/30/19	Thu 11/14/2019		Thu 11/14/2019	Wed 11/20/2019	11/23/19	11/27/2019
Stipend / Retiree	STR-19-012	12/01/19-12/31/19	Thu 11/14/2019				11/23/19	12/01/2019
Biweekly	BWK-19-048	11/11/19-11/24/19	Thu 11/14/2019	11/20/19 - 11/21/19			11/23/19	11/27/2019
Weekly	BWK-19-048	11/18/19-11/24/19	Thu 11/14/2019	11/20/19 - 11/21/19			11/23/19	11/27/2019
Weekly	WKL-19-049	11/25/19-12/01/19	Mon 11/25/2019	11/27/19 - 12/02/19			12/04/19	12/06/2019
Semi-Monthly	SMP-19-023	12/01/19-12/15/19	Mon 12/02/2019		Mon 12/02/2019	Fri 12/06/2019	12/11/19	12/13/2019
Biweekly	BWK-19-050	11/25/19-12/08/19	Mon 12/02/2019	12/04/19 - 12/09/19			12/11/19	12/13/2019
Weekly	BWK-19-050	12/02/19-12/08/19	Mon 12/02/2019	12/04/19 - 12/09/19			12/11/19	12/13/2019
Weekly	WKL-19-051	12/09/19-12/15/19	Mon 12/09/2019	12/11/19 - 12/16/19			12/18/19	12/20/2019
Semi-Monthly	SMP-19-024	12/16/19-12/31/19	Fri 12/13/2019		Fri 12/13/2019	Thu 12/19/2019	12/24/19	12/30/2019
Stipend / Retiree	STR-20-001	01/01/20-01/31/20	Fri 12/13/2019				12/24/19	01/01/2020
Biweekly	BWK-19-052	12/09/19-12/22/19	Thu 12/12/2019	12/18/19 - 12/20/19			12/24/19	12/27/2019
Weekly	BWK-19-052	12/16/19-12/22/19	Thu 12/12/2019	12/18/19 - 12/20/19			12/24/19	12/27/2019
Weekly	WKL-20-001	12/23/19-12/29/19	Wed 12/18/2019	12/25/19 - 12/26/19			12/31/19	01/03/2020
Semi-Monthly	SMP-20-001	01/01/20-01/15/20	Thu 01/02/2020		Thu 01/02/2020	Wed 01/08/2020	01/11/20	01/15/2020
Biweekly	BWK-20-002	12/23/19-01/05/20	Thu 12/26/2019	01/01/20 - 01/06/20			01/08/20	01/10/2020
Weekly	BWK-20-002	12/30/19-01/05/20	Thu 12/26/2019	01/01/20 - 01/06/20			01/08/20	01/10/2020
Weekly	WKL-20-003	01/06/20-01/12/20	Mon 01/06/2020	01/08/20 - 01/13/20			01/15/20	01/17/2020
Biweekly	BWK-20-004	01/06/20-01/19/20	Fri 01/10/2020	01/15/20 - 01/17/20			01/22/20	01/24/2020
Weekly	BWK-20-004	01/13/20-01/19/20	Fri 01/10/2020	01/15/20 - 01/17/20			01/22/20	01/24/2020
Semi-Monthly	SMP-20-002	01/16/20-01/31/20	Fri 01/17/2020		Fri 01/17/2020	Fri 01/24/2020	01/29/20	01/31/2020
Stipend / Retiree	STR-20-002	02/01/20-02/29/20	Fri 01/17/2020				01/29/20	02/01/2020
Weekly	WKL-20-005	01/20/20-01/26/20	Fri 01/17/2020	01/22/20 - 01/27/20			01/29/20	01/31/2020
Biweekly	BWK-20-006	01/20/20-02/02/20	Mon 01/27/2020	01/29/20 - 02/03/20			02/05/20	02/07/2020
Weekly	BWK-20-006	01/27/20-02/02/20	Mon 01/27/2020	01/29/20 - 02/03/20			02/05/20	02/07/2020
Semi-Monthly	SMP-20-003	02/01/20-02/15/20	Mon 02/03/2020		Mon 02/03/2020	Fri 02/07/2020	02/12/20	02/14/2020
Weekly	WKL-20-007	02/03/20-02/09/20	Mon 02/03/2020	02/05/20 - 02/10/20			02/12/20	02/14/2020
Biweekly	BWK-20-008	02/03/20-02/16/20	Mon 02/10/2020	02/12/20 - 02/17/20			02/19/20	02/21/2020
Weekly	BWK-20-008	02/10/20-02/16/20	Mon 02/10/2020	02/12/20 - 02/17/20			02/19/20	02/21/2020
Semi-Monthly	SMP-20-004	02/16/20-02/29/20	Fri 02/14/2020		Fri 02/14/2020	Fri 02/21/2020	02/26/20	02/28/2020
Stipend / Retiree	STR-20-003	03/01/20–03/31/20	Fri 02/14/2020				02/26/20	03/01/2020
Weekly	WKL-20-009	02/17/20-02/23/20	Mon 02/19/2020	02/20/20 - 02/25/20			02/26/20	02/28/2020

Columbia University Pay Calendar for July 2019 to June 2020

Type of Payroll	Pay Run ID	Period Covered	PAF, Nomination Forms & TBH — HRPC Mail Closing Date	FFE/Time & Labor Entry Period	Labor Accounting Add Comp — Dept. Admin.	Final Approve	View on Web Date	Check Date
Biweekly	BWK-20-010	02/17/20-03/01/20	Mon 02/24/2020	02/26/20 - 03/02/20			03/04/20	03/06/2020
Weekly	BWK-20-010	02/24/20-03/01/20	Mon 02/24/2020	02/26/20 - 03/02/20			03/04/20	03/06/2020
Semi-Monthly	SMP-20-005	03/01/20-03/15/20	Mon 03/02/2020		Mon 03/02/2020	Fri 03/06/2020	03/11/20	03/13/2020
Weekly	WKL-20-011	03/02/20-03/08/20	Mon 03/02/2020	03/04/20 - 03/09/20			03/11/20	03/13/2020
Biweekly	BWK-20-012	03/02/20-03/15/20	Mon 03/09/2020	03/11/20 - 03/16/20			03/18/20	03/20/2020
Weekly	BWK-20-012	03/09/20-03/15/20	Mon 03/09/2020	03/11/20 - 03/16/20			03/18/20	03/20/2020
Semi-Monthly	SMP-20-006	03/16/20-03/31/20	Tue 03/17/2020		Tue 03/17/2020	Mon 03/23/2020	03/26/20	03/31/2020
Stipend / Retiree	STR-20-004	04/01/20–04/30/20	Tue 03/17/2020				03/26/20	04/01/2020
Weekly	WKL-20-013	03/16/20-03/22/20	Mon 03/16/2020	03/18/20 - 03/23/20			03/25/20	03/27/2020
Biweekly	BWK-20-014	03/16/20-03/29/20	Mon 03/23/2020	03/25/20 - 03/30/20			04/01/20	04/03/2020
Weekly	BWK-20-014	03/23/20-03/29/20	Mon 03/23/2020	03/25/20 - 03/30/20			04/01/20	04/03/2020
Semi-Monthly	SMP-20-007	04/01/20-04/15/20	Thu 04/02/2020		Thu 04/02/2020	Wed 04/08/2020	04/11/20	04/15/2020
Weekly	WKL-20-015	03/30/20-04/05/20	Mon 03/30/2020	04/01/20 - 04/06/20			04/08/20	04/10/2020
Biweekly	BWK-20-016	03/30/20-04/12/20	Mon 04/06/2020	04/08/20 - 04/13/20			04/15/20	04/17/2020
Weekly	BWK-20-016	04/06/20-04/12/20	Mon 04/06/2020	04/08/20 - 04/13/20			04/15/20	04/17/2020
Weekly	WKL-20-017	04/13/20-04/19/20	Mon 04/13/2020	04/15/20 - 04/20/20			04/22/20	04/24/2020
Semi-Monthly	SMP-20-008	04/16/20-04/30/20	Fri 04/17/2020		Fri 04/17/2020	Thu 04/23/2020	04/28/20	04/30/2020
Stipend / Retiree	STR-20-005	05/01/20–05/31/20	Fri 04/17/2020				04/28/20	05/01/2020
Biweekly	BWK-20-018	04/13/20-04/26/20	Mon 04/20/2020	04/22/20 - 04/27/20			04/29/20	05/01/2020
Weekly	BWK-20-018	04/20/20-04/26/20	Mon 04/20/2020	04/22/20 - 04/27/20			04/29/20	05/01/2020
Weekly	WKL-20-019	04/27/20-05/03/20	Mon 04/27/2020	04/29/20 - 05/04/20			05/06/20	05/08/2020
Semi-Monthly	SMP-20-009	05/01/20-05/15/20	Mon 05/04/2020		Mon 05/04/2020	Fri 05/08/2020	05/13/20	05/15/2020
Biweekly	BWK-20-020	04/27/20-05/10/20	Mon 05/04/2020	05/06/20 - 05/11/20			05/13/20	05/15/2020
Weekly	BWK-20-020	05/04/20-05/10/20	Mon 05/04/2020	05/06/20 - 05/11/20			05/13/20	05/15/2020
Weekly	WKL-20-021	05/11/20-05/17/20	Mon 05/11/2020	05/13/20- 05/18/20			05/20/20	05/22/2020
Semi-Monthly	SMP-20-010	05/16/20-05/31/20	Fri 05/15/2020		Fri 05/15/2020	Thu 05/21/2020	05/27/20	05/29/2020
Stipend / Retiree	STR-20-006	06/01/20–06/30/20	Fri 05/15/2020				05/27/20	06/01/2020
Biweekly	BWK-20-022	05/11/20-05/24/20	Fri 05/15/2020	05/20/20 - 05/22/20			05/27/20	05/29/2020
Weekly	BWK-20-022	05/18/20-05/24/20	Fri 05/15/2020	05/22/20 - 05/22/20			05/27/20	05/29/2020
Weekly	WKL-20-023	05/25/20-05/31/20	Fri 05/22/2020	05/27/20 - 06/01/20			06/03/20	06/05/2020
Semi-Monthly	SMP-20-011	06/01/20-06/15/20	Tue 06/02/2020		Tue 06/02/2020	Mon 06/08/2020	06/11/20	06/15/2020
Biweekly	BWK-20-024	05/25/20-06/07/20	Mon 06/01/2020	06/03/20 - 06/08/20			06/10/20	06/12/2020
Weekly	BWK-20-024	06/01/20-06/07/20	Mon 06/01/2020	06/03/20 - 06/08/20			06/10/20	06/12/2020
Weekly	WKL-20-025	06/08/20-06/14/20	Mon 06/08/2020	06/10/20 - 06/15/20			06/17/20	06/19/2020
Semi-Monthly	SMP-20-012	06/16/20-06/30/20	Tue 06/16/2020		Tue 06/16/2020	Mon 06/22/2020	06/25/20	06/30/2020
Stipend / Retiree	STR-20-007	07/01/20-07/31/20	Tue 06/16/2020				06/25/20	07/01/2020
Biweekly	BWK-20-026	06/08/20-06/21/20	Mon 06/15/2020	06/17/20 - 06/22/20			06/24/20	06/26/2020
Weekly	BWK-20-026	06/15/20-06/21/20	Mon 06/15/2020	06/17/20 - 06/22/20			06/24/20	06/26/2020

Fiscal Year 2020 Compensation Guidance: Officers of Administration and Non-Union Support Staff
Columbia University
(Excluding Medical Center)

Annual Salary for Officers of Administration,
Non-Union Support Staff (NUSS), and Research and Technical Support Staff (Non-Union)

Effective July 1, 2019

ADMINISTRATIVE NUSS	
Grade	Minimum
5	$41,000
6	$42,700
7	$44,800
8	$47,700
9	$49,900
9A	$52,000

These ranges do not apply to employees in the UAW Local 2110 Collective Bargaining Agreement

OFFICERS OF ADMINISTRATION	
Grade	Minimum
10	$58,500
11	$59,700
12	$62,200
13	$66,600
14	$73,300
15	$85,900
16	$108,300

RESEARCH & TECHNICAL NUSS	
Grade	Minimum
R1	$35,700
R2	$36,300
R3	$37,600
R4	$38,900
R5	$40,600
R6	$42,900
R7	$45,400
R8	$50,000
R9	$53,400

Minimum requirements for Morningside positions

	Morningside Salary Grade	Minimum Experience Requirement	Minimum Education Requirement (1.5–2 years of directly related experience for each year of education up to a maximum of six years may be used to fulfill education requirements.)
Local 2110 Union & Non-Union Support Staff (NUSS)	5	Six months of experience	High school diploma or equivalent
	6	One year of related experience	High school diploma or equivalent
	7	Two years of related experience	High school diploma or equivalent
	8	Two years of related experience	High school diploma or equivalent; some college preferred
	9	Three years of related experience	High school diploma or equivalent; some college preferred
	9A	Three years of related experience	High school diploma or equivalent; some college preferred

	Morningside Salary Grade	Minimum Experience Requirement	Minimum Education Requirement (1.5–2 years of directly related experience for each year of education up to a maximum of six years may be used to fulfill education requirements.)
Officers of Administration	10	0–2 years of related experience	Bachelor's degree and/or equivalent related experience required
	11	2–4 years of related experience	Bachelor's degree and/or equivalent related experience required
	12	3–5 years of related experience	Bachelor's degree and/or equivalent related experience required
	13	4–6 years of related experience	Bachelor's degree required; advanced degree desirable
	14	5–7 years of related experience	Bachelor's degree required; advanced degree desirable
	15	7–9 years of related experience	Bachelor's degree required; advanced degree is usually required or strongly desirable
	16	8–10 years of related experience	Bachelor's degree required; advanced degree usually required or strongly desirable
	UGR	10 + years of related experience	Bachelor's degree required; advanced degree usually required or strongly desirable

	Morningside Salary Grade	Minimum Experience Requirement	Minimum Education Requirement (1.5–2 years of directly related experience for each year of education up to a maximum of six years may be used to fulfill education requirements.)
Research & Technical Non-Union Support Staff (NUSS)	R1	Minimum 0-3 months of experience in a research environment.	High-school Diploma or equivalent required.
	R2	Minimum 0-3 months of experience in a research environment.	High-school Diploma or equivalent required.
	R3	Minimum six (6) months of experience in a research environment.	Bachelor's degree required in a scientific discipline.
	R4	Minimum one (1) year of experience in a research environment.	Bachelor's degree required in a scientific discipline.
	R5	Minimum two (2) years of experience in a research environment.	Bachelor's degree required in a scientific discipline.
	R6	Minimum two (2) years of experience in a research environment.	Bachelor's degree required in a scientific discipline.
	R7	Minimum two (2) years of experience in a research environment.	Bachelor's degree required in a scientific discipline.
	R8	Minimum three (3) years of experience in a research environment.	Bachelor's degree required in a scientific discipline.
	R9	Minimum three (3) years of experience in a research environment.	Bachelor's degree required in a scientific discipline.

Additional Compensation Policy

Additional compensation (Add Comp) payments are one-time or ongoing payments that are made in addition to regular earnings for active salaried officers and non-union support staff. Union employees are not eligible for additional compensation.

Add comps can be requested for many reasons, and can be paid all in one pay period or be spread out over multiple pay periods. These payments can be paid to employees both within the administrative department and to employees in another administrative department and are processed via PAC.

Officers of the University are expected to work the time required to accomplish the responsibilities of their primary position without additional compensation. However, there are situations where it may be appropriate and desirable to compensate individuals for work other than that performed in their primary position. Senior level employees (grade 15 and above) are expected to provide such services without additional compensation. Officers in grade 14 and below may be considered for additional compensation if the following condition is met:

> Work must be other than that defined by the individual's primary responsibilities and must be such that, were the individual not willing to do it, a new temporary or part-time employee would need to be hired for the task. Services must be performed outside of the employee's normal business hours.

Before any work related to additional compensation occurs, the request must be submitted in writing to the EVP HR office for review and approval by Tanique Dunkley, AVP of Human Resources.

Please provide the following:

- Detailed description of the additionalwork.
- Duration of when the work will bedone.
- Would someone else need to be hired to complete thework?
- What is the requested additional compensation amount?

After the request is approved by the AVP of HR, the additional compensation transaction can be entered in PAC.

Visit the Human Resources Training Catalog for training information on processing additional compensation payments. View the Payroll Calendar for key dates and deadlines related to submitting and approving additional compensation transactions.

There are rare instances when an additional compensation transaction must be submitted via paper instead of through PAC. Visit the Payroll section on the Finance Gateway (link is external) for more information and to access the form.

Acronyms	Function
A&S IT- Arts & Sciences, Information Technology	Contact for any I.T. issues
Add-Comp - Additional Compensation	Additional compensation for duties performed outside of one's specific role
ARC- Accounting & Reporting at Columbia	Web-based finaical system. (Ledgers, Account Charts, Funding etc)
Chart Fields	Chart of accounts that provides system with structure to segregate and catergorize transactional and budget data.
Chart Strings	Combination of chartfields and the level of which accounting charges and credits are applied
Combo Code - Combination Code	10 digit number representing a unique ChartString. Required to assign Labor charges.
Cost transfer	Ability to change salary/add comps retroactively and transfer expendidtures from one account to another
CUHR- Central Human Resources Center	Central HR office for ALL Columbia University Community
DIA- Delegated identity Application	Used to generate new empoyees UNIs/UPNs, network access, ID etc.
E-Comp - Electronic Compensation	The annual process by which departments enter compensation changes in PAC
EVP HR- Executive Vice President (of Arts & Sciences), Human Resources	Liasion between A&S departments and CUHR
GIS- General Information Services	Online system for processing background checks and drug screenings.
HRPC- Human Resources Processing Center	The office that manages PAC information.
JAC- Jobs at Columbia	Job Posting/ Recruiting tool
PAC- People at Columbia	CU Customized Human Resources System
PAF- Personnel Action Form	Used to make any personnel changes in PAC.
PFL- Paid Family Leave	NYS Leave option avaiable to employess
PMR- Position Management Request Form	Used to administer any changes or updates to job attributes.
SPA- Sponsored Projects Administration	Office for administrative support for investagators in pursuit of reseach & sponsored research projects
SPA- Sponsored Projects Finance	Office responsible for management and operation of post-award finance of sponsored programs
TalentLink	New Job Recruitment/On-Boarding Tool (replacing JAC April 2019)
TBH- Template Based Hire	Template used for Administrative new hires & rehires

Position Questionnaire

Information

Position Title:_____

Current Grade: _____

Department:_____

Employee

Name: _____

Building and Room:_____

_____ Phone: (____)_____ = _____

Date *(mm/dd/yyyy)*: ____/____/_____

Employee Instructions

1. Read all of the questionnaire before starting to answer the questions. Keep in mind that the purpose of the questionnaire is to collect information about the nature of the position and is not designated to evaluate individual performance.

2. Be as complete and specific as possible with your responses. Answer the questions so that someone unfamiliar with your position would obtain a clear understanding of the position.

3. Please print legibly, using black ink only, or complete this form on your computer, print it out, and sign it.

4. Review the completed questionnaire to make sure that correct and complete information has been provided.

5. Return the completed questionnaire to your supervisor. Your supervisor will review the questionnaire and comment on the last page.

1. Job Duties

Indicate which, if any , of the following job duties or tasks are part of your job by checking how frequently you perform them in the appropriate column on the right. If any of your job duties do not appear on the list, add them in the appropriate section in the space marked"Other."

Clerical and Secretarial	*Daily*	*Weekly*	*Bi-weekly*	*Seasonally*
Typing	☐	☐	☐	☐
Proofreading for typographical errors	☐	☐	☐	☐
Filing	☐	☐	☐	☐
Statistical or bilingual typing	☐	☐	☐	☐
Proofreading according to set styles	☐	☐	☐	☐
Legal, medical, or technical typing	☐	☐	☐	☐
Stenography or Dictaphone	☐	☐	☐	☐
Choose from among a set of set letters	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
_____	☐	☐	☐	☐ ☐

Writing and Editing	Daily	Weekly	Bi-weekly	Seasonally
Compose own correspondence	☐	☐	☐	☐
Write summaries or synopses	☐	☐	☐	☐
Write and edit bulletin copy	☐	☐	☐	☐
Research and write reports	☐	☐	☐	☐
Edit for content	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
_____	☐☐	☐☐	☐☐	☐☐

Equipment and Machinery Operation	Daily	Weekly	Bi-weekly	Seasonally
Calculator	☐	☐	☐	☐
Cash Register	☐	☐	☐	☐
Facsimile	☐	☐	☐	☐
Complex postage machines	☐	☐	☐	☐
Drive a van or truck	☐	☐	☐	☐
Photocopy: high volume or complex machines	☐	☐	☐	☐
Mailing or shipping international parcels	☐	☐	☐	☐
Audio-visual equipment	☐	☐	☐	☐
Maintenance, minor repair, and adjustment of equipment/machinery	☐	☐	☐	☐
Photography	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
_____	☐☐☐	☐☐☐	☐☐☐	☐☐☐

Information	Daily	Weekly	Bi-weekly	Seasonally
Answer telephone, take messages	☐	☐	☐	☐
Direct visitors	☐	☐	☐	☐
Answer telephones involving screening or high volume	☐	☐	☐	☐
Convey routine information on Columbia policies and procedures	☐	☐	☐	☐
Screen visitors	☐	☐	☐	☐
Convey complex information	☐	☐	☐	☐
Address problems for students, faculty, vendors, parents, donors, or employees	☐	☐	☐	☐
Advise and counsel individuals and groups (e.g., on academic or benefit choices)	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
_____	☐	☐	☐	☐
	☐	☐	☐	☐

Mail and Supplies	Daily	Weekly	Bi-weekly	Seasonally
Distribute mail	☐	☐	☐	☐
Hand deliveries of mail or messages	☐	☐	☐	☐
Delivery of supplies within an office or department	☐	☐	☐	☐
Delivery of heavy or fragile materials/supplies	☐	☐	☐	☐
Check inventory	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
	☐	☐	☐	☐

Administrative Support	Daily	Weekly	Bi-weekly	Seasonally
Reserve rooms for classes or meetings	☐	☐	☐	☐
Handle maintenance complaints for department	☐	☐	☐	☐
Responsible for campus-wide maintenance complaints	☐	☐	☐	☐
Responsible for implementation of systems and procedures (e.g., dept. mail room operation or dept. stockroom)	☐	☐	☐	☐
Logistical support for events and conferences (e.g., arrange for set up of room and equipment)	☐	☐	☐	☐
Coordinate the work of a few student workers or one other staff	☐	☐	☐	☐
Coordinate the work of numerous student workers or two or more staff	☐	☐	☐	☐
Evaluate and recommend products (e.g., computers)	☐	☐	☐	☐
Solicit bids	☐	☐	☐	☐
Coordinate logistical support for events and conferences (e.g., food, hotels, information sent to participants, rooms, equipment, registration)	☐	☐	☐	☐
Campus-wide scheduling of space	☐	☐	☐	☐
Modify and be responsible for implementation of systems and procedures (e.g., registration, admissions, financial aid, financial accounting, record keeping, management of network files)	☐	☐	☐	☐
Prepare court documents	☐	☐	☐	☐
Make travel arrangements	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
	☐	☐	☐	☐
		☐	☐	☐	☐

Computer Related Tasks	Daily	Weekly	Bi-weekly	Seasonally
Data entry and retrieval	☐	☐	☐	☐
Verify data	☐	☐	☐	☐
Edit data	☐	☐	☐	☐
Word processing	☐	☐	☐	☐
Format reports	☐	☐	☐	☐
Install software on stand-alone PC	☐	☐	☐	☐
Instruct computer users on stand-alone	☐	☐	☐	☐
PCs or word processors	☐	☐	☐	☐
Routine testing of computer equipment using diagnostic and application software	☐	☐	☐	☐
Desktop publishing	☐	☐	☐	☐
Spreadsheet reports	☐	☐	☐	☐
Troubleshoot hardware or software problems	☐	☐	☐	☐
Install software on network computer ormainframe	☐	☐	☐	☐
Instruct others on use of network or computer mainframe	☐	☐	☐	☐
Computer Programming	☐	☐	☐	☐
Systems analysis and design	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
_____	☐	☐	☐	☐
	☐	☐	☐	☐

Financial Tasks	Daily	Weekly	Bi-weekly	Seasonally
Purchase (up to $500)	☐	☐	☐	☐
Purchase (over $500)	☐	☐	☐	☐
Petty cash disbursement	☐	☐	☐	☐
Record and/or deposit checks	☐	☐	☐	☐
Basic bookkeeping	☐	☐	☐	☐
Process pay and purchase orders	☐	☐	☐	☐
Billing	☐	☐	☐	☐
Reconciliation of accounts	☐	☐	☐	☐
Open and close accounts	☐	☐	☐	☐
Choose appropriate account/subcode for charges	☐	☐	☐	☐
Make budget proposals	☐	☐	☐	☐
Reconcile and analyze and/or provide information about specialized financial statements and reports	☐	☐	☐	☐
Cashiering	☐	☐	☐	☐
Process Payroll	☐	☐	☐	☐
Other: _____	☐	☐	☐	☐
_____	☐	☐	☐	☐
	☐	☐	☐	☐

List the three to five most important functions of your job:

1. _____

2. _____

3. _____

4. _____

5. _____

2. Supervision/Problem Solving:

Check the one statement that most closely describes the supervision received in your position.

☐ Work is performed under close supervision.

☐ Work is performed under general supervision by following standard procedures and schedules referring questionable cases to supervisor.

☐ Work is done independently by following established procedures and priorities referring unusual cases to supervisor.

☐ Work is done independently, only consults supervisor when interpretation of university policies are involved.

Give examples *(If you need more space, please attach a sheet of paper)*:

3. Impact Of Errors

Check the one statement that most closely describes the impact of errors in your position.

☐ Errors can easily be detected and corrected by you.

☐ Errors usually detected in succeeding operations. Work is verified and checked.

☐ Errors can go undetected. Most of the work is not subject to direct verification or check, and errors may impact quality of services rendered.

☐ Errors may only be detected when serious disruption of services occurs or results in significant monetary losses.

Give examples *(if you need more space, please attach a sheet of paper)*:

4. Skill/Knowledge

A. Knowledge: List any specialized knowledge that is required by your position (e.g., complex policies and procedures; knowledge of external institutions, resources, laws, and/or regulation). Be as specific as possible. *(If you need more space, please attach a sheet of paper.)*

B. Required Skills: Does your job require the following skills? *(Check all that apply.)*

- ☐ Typing
- ☐ Filing
- ☐ Languages other than English—Identify: _____
- ☐ Bookkeeping
- ☐ Accounting
- ☐ Complex math (fractions, percentages, averages)
- ☐ Dictation
- ☐ Other: _____

C. Computer Equipment: Check which computer equipment is used in your present position and indicate the application/software package used.

Equipment	Application/Software Package (e.g., WordPerfect, Dbase, desktop publishing)
☐ Word Processor	_____
☐ Personal Computer	_____
☐ Departmental Network	_____
☐ Mainframe	_____
☐ Other:	_____

4. Skill/Knowledge (Cont'd.)

D. Other Equipment: List below all other equipment/machines you are required to use in your current position (e.g., facsimile machine, Dictaphone, VCR, etc.):

_____

_____

_____

5. Communication Skills

For each statement, indicate how often the following verbal and/or written communication skills are required for your position.

	Rarely	*Occasionally*	*Usually*
Obtain routine information/respond to basic questions	☐	☐	☐
Exchange detailed or non-routine information	☐	☐	☐
Exchange detailed information of a critical or sensitive nature (e.g., salary-related information, test scores/academic grades)	☐	☐	☐
Advise or counsel other on complex matters (e.g., benefits or academic requirements)	☐	☐	☐
Participate in resolving difficult interpersonal situation (e.g., loan/bill collection)	☐	☐	☐

Give examples of the duties that require the communication skill you indicated *(if you need more space, please attach a sheet of paper)*:

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6. Mental Effort

This section of the questionnaire measures the mental effort you use in your job. *(Check the appropriate column for each statement).*

	Rarely	*Occasionally*	*Usually*
How often are you interrupted to do something else immediately?	☐		
How often must you manage conflicting demands?	☐		
How often must you manage multiple deadlines?		☐	☐
How often do you do the same task for prolonged periods?		☐	☐
Does your work require a high degree of attention to detail (e.g., paying attention to numbers, proof-reading, etc.)?	☐	☐	☐
Other: _____	☐	☐	☐
_____	☐		☐ ☐
_____	☐		☐ ☐

6. Mental Effort (Cont'd.)

Give examples of the duties that require the mental effort indicated above *(if you need more space, please attach a sheet of paper)*:

7. Physical Effort

This section of the questionnaire measures the degree and duration of physical effort required to perform your job. *(Check the appropriate column where applicable.)*

	Rarely	*Occasionally*	*Usually*
Load/unload equipment or material (moderate weight)			
Load/unload equipment or material (heavy weight)	☐	☐	☐
Stand, walk, bend for prolonged periods	☐	☐	☐
Remain at workstation for prolonged periods	☐	☐	☐
Prolonged repetitive motion (e.g., typing)	☐	☐	☐
Maintain prolonged audio-visual attention	☐	☐	☐
Other: _____	☐	☐	☐
_____	☐	☐	☐

Give examples of tasks that demand the physical effort you indicated above *(if you need more space, please attach a sheet of paper)*:

8. Working Conditions

This section of the questionnaire measures the conditions of the work environment. *(Check the appropriate column where applicable.)*

	Rarely	*Occasionally*	*Usually*
Noise			
Extreme temperatures			
Toxic substances			
Work outside	☐	☐	☐
Restricted work space	☐	☐	☐
Exposure to heavy traffic of faculty, staff, students, or visitors	☐	☐	☐
Other: _____	☐	☐	☐
_____	☐	☐	☐

8. Working Conditions (Cont'd.)

Give examples of the conditions indicated above *(if you need more space, please attach a sheet of paper):*

Describe any other environmental conditions that you work under that you think should be taken into account *(if you need more space, please attach a sheet of paper):*

Employee Signature

Employee's Signature: _____ Date *(mm/dd/yyyy)*: _____

Instructions for Supervisors

Name of Supervisor: _____

Supervisor's Title: _____ Date *(mm/dd/yyyy):* ____/____/_____

Review the questionnaire and note your comments below. Review your comments with the employee. Keep in mind that the purpose of the questionnaire is to collect information about the nature of the position and is not designed to evaluate individual performance. Give the employee a copy of the completed questionnaire. Return the questionnaire to Human Resources Client Services, 615 W. 131st Street, Studebaker Building, MC 8704.

Comments *(if you need more space, please attach a sheet of paper)*:

Supervisor's and Department Head's Signatures

I have reviewed the completed questionnaire and discussed any comments with the employee.

Supervisor's Signature: _____ Date *(mm/dd/yyyy):* _____

Dept. Head's Signature: _____ Date *(mm/dd/yyyy):* _____

Job Description Form

Instructions

Attach the following to a completed Classification/Salary Action Requisition and submit to Columbia Human Resources, Compensation, 615 West 131st: Street, Studebaker Building 4th Floor, New York, NY 10027.

☐ Completed job description
☐ Current and proposed organizational chart
☐ Previous job description (for a position re-evaluation)

Position Information

Job Title: _____ Job Grade: _____

Dept./School: _____ Dept. Code: _____

Title This Position Reports To: _____

Basic Function

The purpose of every job is "To do something." Give the basic reason for the existence of this job, not a broad description of the duties involved. *(If you need more space, please attach a sheet of paper.)*

Characteristic Duties and Responsibilities

To comply with Americans with Disabilities Act (ADA), essential functions of the position must be clearly defined and itemized. These are primary job duties that are intrinsic to the position. Basic skills, experience, education, physical and/or cognitive requirements should mirror essential functions of the Job to be performed and vice versa.

Number each principal task and begin with an action verb. List tasks in descending order of importance and indicate amount of time in multiples of 5% devoted to each. Avoid the use of ambiguous words and terms, such as "handles" or "deals with." The final item for all jobs should be "Performs related duties & responsibilities as assigned/requested." *(If you need more space, please attach a sheet of paper.)*

Characteristic Duties And Responsibilities	Percent of Total Job Per Year (100%)
	%
	%
	%
	%
	%
	%

Supervision Received and/or Exercised

State briefly the degree of supervision received by the incumbent. Indicate what type of supervision the incumbent exercises over subordinates, including student workers. Specify whether supervision of subordinates is direct or indirect. **Examples:** "Directly supervises activities of 3 Assistant Directors," or "Indirectly supervises activities of 6 Placement Officers." Indicate whether supervisory authority includes right to hire, fire, and promote subordinates. *(If you need more space, please attach a sheet of paper.)*

Responsibilities for Budget/Assets

Identify responsibility for budget or assets, the dollar amount which incumbent oversees and/or administers. In general, it is the amount for which the incumbent has signatory authority. *(If you need more space, please attach a sheet of paper.)*

Minimum Qualifications

Indicate the minimum educational requirements or acceptable equivalent experience. Indicate the minimum amount of experience necessary to satisfactorily perform the job. *(If you need more space, please attach a sheet of paper.)*

Signature

Signature:_____Date *(mm/dd/yyyy)*:_____
(Dept. Head/Personnel Representative)

♔ C O L U M B I A U N I V E R S I T Y H U M A N R E S O U R C E S

Administrative Officer Positions Grades 14 and Above
Intensive Recruitment Search Plan Review

Instructions

Please complete this form and submit it to the Office of Equal Opportunity and Affirmative Action with a copy of the job description. Hiring managers may submit this information via e-mail (fax or regular mail if e-mail is not available). This search plan must be approved before the search begins.

Position Information

JAC# (if available): _____

Department/School/Institute/Center: _____

Position Title: _____

Hiring Manager's Name: _____

Contact Person's Name: _____

Phone: (____)____–_____ E-mail Address: _____

Department Profile   *To be completed by the department.*

The totals below are for administrative officers grades 10 and above only. Please do not include Officers of Instruction, Researchers, Librarians, or Support Staff.

	Woman		**Black**		**Asian**		**Native American**		**Hispanic**		**East Indian**	
Total	#	%	#	%	#	%	#	%	#	%	#	%

Indicate which are the targeted groups for your department.

☐ Women ☐ Black ☐ Asian ☐ Native American ☐ Hispanic ☐ East Indian

Recruitment Sources

Based on the diversity needs within your department identify professional associations, publications, educational institutions, website, listservs, etc. that will receive the position announcement. (See the *Recruitment and Selection Guide Appendix, Outreach Sources* for a list of advertising sources).

_____

_____

_____

Approval

Equal Opportunity and Affirmative Action: ☐ Approval Given ☐ Approval Withheld

Reviewed by: _____ Date *(mm/dd/yyyy)*: _____

NEW YORK STATE | Paid Family Leave

EMPLOYEE OPT-OUT OF PAID FAMILY LEAVEBENEFITS

Information on the option to opt-out of paid family leave and directions for completing this form can be found on page 2.

Employer Information

1. EMPLOYER'S LEGAL NAME, INCLUDING (DBA/AKA/TA)

Columbia University

2. ADDRESS	**4. EMPLOYER FEIN**
615 West 131st Street Studebaker, 4th Floor	13-5598093

3. CITY, STATE and ZIP CODE	**5. TELEPHONE NUMBER**
New York, NY 10027	(212) 851-0611

Employee Information

6. EMPLOYEE NAME

7. HOME ADDRESS

8. CITY, STATE and ZIP CODE	**9. TELEPHONE NUMBER**

Employment Information

10. AVERAGE NUMBER OF HOURS WORKED PER WEEK (BASED ON LAST 8 WEEKS)	**12. IS THIS JOBTEMPORARY?** ☐ YES ☐ NO
11. AVERAGE NUMBER OF DAYS WORKED PER WEEK (BASED ON LAST 8 WEEKS)	**IF YES, HOW LONG IS THE JOB EXPECTED TO LAST?**

Employee Affirmation

1. I would like to waive paid family leave coverage at this time because (select one):

    ☐ I regularly work 20 hours or more per week, but will not work 26 consecutive weeks (6 months) for this employer.

    ☐ I regularly work less than 20 hours per week, but will not work 175 days in 52 consecutive weeks (a year) for this employer.

2. I understand that this waiver is revoked if my work schedule changes and it is anticipated I will work more than 20 hours per week for 6 months, or will work less than 20 hours per week but at least 175 days in a 52 consecutive week period (1 year).

3. I understand that this waiver is **OPTIONAL ANDREVOCABLE**.
    (a)   My employer may not force me to opt out of paid family leave benefits.
    (b)   I may decide later to revoke this waiver even if my schedule does not change.

4. I also understand if this waiver is revoked (either by me or by a change in my work schedule), my employer may take retroactive deductions for the period of time I was covered by this waiver, and this period of time counts towards my eligibility for paid family leave.

Certification

I certify to the best of my knowledge the foregoing statements are complete and true.

Employer's Signature: _____ Date Signed: _____

Employee's Signature: _____ Date Signed: _____

Please note: Employer must keep a copy of the fully executed waiver on file for as long as the employee remains in employment with the covered employer.

Opting Out of Paid Family Leave (12 NYCRR 380-2.6)

(a) An employee of a covered employer shall be provided the option to file a waiver of family leave benefits:
   (i) When his or her regular employment schedule is 20 hours or more per week but the employee will not work 26 consecutive weeks, or
   (ii) When his or her regular employment schedule is less than 20 hours per week and the employee will not work 175 days in a 52 consecutive week period.

(b) Within eight weeks of any change in the regular work schedule for an employee that requires the employee to continue working for 26 consecutive weeks or 175 days in a 52 consecutive week period, any waiver filed under this section shall be deemed revoked. An employee of a covered employer whose waiver has been revoked shall be obligated to begin making contributions to the cost of family leave benefits, including any retroactive amounts due from date of hire, pursuant to Section 209 of the Workers' Compensation Law, as soon as the employee is notified by the covered employer of such obligation.

(c) The covered employer shall keep a copy of the fully executed waiver on file to be produced at the request of the Chair, for as long as the employee remains in employment with the covered employer.

(d) An employee as described in Subsection (a) of this Section who elects not to enter into a waiver shall make regular family benefit contributions for the full duration of his or her employment with the covered employer, and the covered employer shall be obligated to provide family leave benefits for such employee when he or she is eligible pursuant to this Title.

Calculating Average Hours/Days Worked

To determine the average number of hours worked per week:
   Add all hours worked for the past 8 weeks then divide the total by 8.

To determine the average number of days worked per week:
   Add all days worked for the past 8 weeks then divide the total by 8.

Example:

Week Worked	Hours Worked	Days Worked
Week1	16	2
Week 2	24	3
Week 3	16	2
Week 4	16	2
Week 5	8	1
Week 6	24	3
Week 7	16	2
Week 8	8	1
Total	128	16
	Divide by 8	Divide by 8
Average Per Week	16	2

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Name:_____   **UNI:**_____   **Standard Weekly Hours:** _____

Department: _____

Period Covered_____ to _____ .				
Day	**In**	**Out**	**In**	**Out**	**Total Hours**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Period Covered_____ to _____ .				
Day	**In**	**Out**	**In**	**Out**	**Total Hours**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Hours Worked: _____

Total Hours Worked: _____

_____

Employee Signature and Date:

_____

Supervisor/Administrator Signature and Date

Comments:

Summary of NYC Sick Leave *(To Be Completed by Supervisor, Departmental Administrator or HR Manager)*

	Prior Balance	*PLUS Additional Time Earned (If Any)*	*MINUS Total Used*	*New Balance (As of the End of the Current Bi-weekly Pay Cycle)*
NYC Sick Leave (Fiscal Year)				

Instructions:

Hourly Officers are part-time employees and are paid on the **bi-weekly payroll**, not the semi-monthly payroll.

This form must be completed for each Hourly Officer, signed by the employee and submitted to the employee's supervisor at the close of each two week period, where it is signed by the supervisor. For the payroll calendar, please go to: http://hr.columbia.edu/time-and-attendance-forms-hourly-officers.

Please Note:

Completion of time sheets is a legal requirement of the Fair Labor Standards Act.

Columbia University complies with the New York City Earned Sick Time Act by providing eligible faculty and staff the ability to accrue up to a maximum of 40 hours per fiscal year in paid sick time, which can be used for illness or preventative care of one's self or one's family members (defined under the Act to mean the employee's child, spouse, domestic partner, parent, sibling (including a half sibling, step sibling, or sibling related through adoption), grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner).

For more information on the NYC Sick Leave, please see the New York City Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.

Tracking Officer Time-off -- Morningside

Officer Name _____	Department _____	
Fiscal Year Begins **July 1, 2018**	Fiscal Year Ends **June 30, 2019**	Hire/Sen Date _____
Carry-over Vacation Days: **0.0**		Carry-over Personal Days: **0.0**

> Carry-over days cannot exceed the vacation and personal days earned in the prior fiscal year. For full-time Officers the maximum vacation days entered on this summary would be 23 or 28 and the maximum personal days would be 3.

Log

Leave the spaces at right blank for days attended full-time. For days absent, enter the following codes:

V = Vacation (days & 1/2 days)
PD = Personal Day (days & 1/2 days)
SL = Sick Leave (days & 1/2 days)
NSL = NYC Safe/Sick Leave (in hrs)*
LV = Leave of Absence (days & 1/2 days) (i.e. Personal, Military, Workers' Comp - explain in "Comments")

H = Holiday
D = Death in the Family
J = Jury Duty
O = Other - explain in "Comments"
AWOP = Absent without Pay

*NYC Safe/Sick Leave (in hours)
Officers are eligible to take up to 40 hours NYC safe/sick leave per year. If entered hours exceeds 40, an error message appears and the additional hours must be reallocated.

See "Instructions" on the HR web site for guidance regarding this automatic calculation form.

See "General Guidelines" on the web site for a summary of University policy regarding officer time-off.

Approvals

I hereby certify that the time-off recorded here is in accordance with University policies.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1							H					
2												
3			H									
4	H											
5												
6					H							
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21							H					
22					H							
23					H							
24						H						
25						H						
26												
27											H	
28												
29												
30												
31					H							Total

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Vacation Days Used	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
Personal Days Used	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
Sick Leave Used	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
NYC Safe/Sick Hrs Used*	0	0	0	0	0	0	0	0	0	0	0	0	**0.0**
Officer Initials													
Supervisor Initials													
Date *(mm/dd)*													

Officer Signature
Date:

Supervisor Signature
Name:
Date:

Summary - Vacation Days

Balance brought forward from prior fiscal year must be used by June 30 or forfeited.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Carry
Starting Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Plus Days Earned	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Minus Days Used	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
New Balance	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	

Summary - Personal Days

Officers earn one day every four completed months (beginning with the month of their hire date). Personal days are forfeited if not taken within 12 months of being earned.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Carry
Starting Balance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Plus Days Earned	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Minus Days Used	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
New Balance	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	

Leaves - Accrual Mgmt

Officers do not accrue vacation if leave is 30 days or longer (or covers entire month(s)); at that point, change "N" to "Y" to cancel accrual. Personal days do not accrue if leave is 4 months or longer.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
On Leave? (Y / N)	N	N	N	N	N	N	N	N	N	N	N	N

Comments:

Columbia University
IN THE CITY OF NEW YORK

Employee Name _____   Employee ID _____

Department/Admin Unit _____   Total Hours Worked in Period _____

ComboCode or ChartString (Optional):

ComboCode

Unit	Account	Dept.	PC Bus unit	Project	Activity	Initiative	Segment	Site

Week 1: Period Covered: _____ to _____   Week 2: Period Covered: _____ to _____

Day	In	Out	In	Out	Total Hours	Supervisor Initials/Note
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Total Regular Hours		
				Approved Overtime Hours		

Day	In	Out	In	Out	Total Hours	Supervisor Initials/Note
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Total Regular Hours		
				Approved Overtime Hours		

Employee signature: _____   Supervisor Signature and Date: _____

	Prior Balance	PLUS Additional Time Earned (If Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)
NYC Sick Leave (Fiscal Year)				

Instructions: Enter (digitally or in ink) time in and out, and hours worked on a daily basis.

Any employee who works more than five hours must take at least a 30-minute break and exclude this time from the total hours.

Please Note:

Completion of time sheets is a legal requirement of the Fair Labor Standards Act and a negotiated contractual requirement. This form must be prepared for each casual employee, signed by the employee, and submitted to the employee's supervisor at the close of each two - week period, where it is signed by the supervisor. The hours must then be entered into FFE for the employee. For the payroll calendar, please go to: http://finance.columbia.edu/content/payroll-calendar.

Columbia University complies with the New York City Earned Sick Time Act by providing eligible faculty and staff the ability to accrue up to a maximum of 40 hours per fiscal year in paid sick time, which can be used for illness or preventative care of one's self or one's family members (defined under the Act to mean the employee's child, spouse, domestic partner, parent, sibling (including a half sibling, step sibling, or sibling related through adoption), grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner).

Casual employees are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments.

For more information on the NYC Sick Leave, please see the New York City Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.

Employee Name: _____ Department: _____

To Be Completed by Employee

To Be Completed by Supervisor, Departmental Administrator or HR Manager

Week Beginning (mm/dd/yyyy): ___/___/___				Hours Worked	Credited Time-off	Code	Total Time
	In	*Out*	*In*	*Out*			
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total: Regular Hours								
Weekly Total: Overtime (if any)								

Week Beginning (mm/dd/yyyy): ___/___/___				Hours Worked	Credited Time-off	Code	Total Time
	In	*Out*	*In*	*Out*			
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Weekly Total: Regular Hours								
Weekly Total: Overtime (if any)								

Comments

Employee Signature: _____ Date: _____

Supervisor Signature/Authorization: _____ Date: _____

Summary of Benefits *(To Be Completed by Supervisor, Departmental Administrator or HR Manager)*

	Prior Balance	PLUS Additional Time Earned (If Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)
Sick Leave (Anniversary Year)		+	–	=
Personal Days (Anniversary Year)		+	–	=
Vacation* (Fiscal Year)		+	–	=
New York City Sick Leave (Fiscal Year) *NUSS only*		+	–	=

** **Remember:** Vacation earned in one fiscal year (July 1 – June 30) must be scheduled and approved and used by June 30 of the following fiscal year. Employees do not accrue sick leave or vacation, nor are they entitled to holiday pay, during an unpaid leave of absence.*

Instructions for Completing Record of Hours Worked: Bi-Weekly Support Staff

Employee

□ *On a daily basis,* fill in your actual time of arrival (when you began your work day), the times you leave for and return from your meal break, your time of departure (end of work day), and the total hours you worked *(Note: Total daily hours worked do not include mealbreaks).*

□ *At the end of the bi-weekly pay period,* enter your total regular hours worked as well as any overtime *authorized* by your supervisor. Sign and date the form and turn it in to your supervisor.

□ Your supervisor will complete the form and return a copy to you for your records.

Supervisor

• Review and verify times of arrival and departure in the "To Be Completed by Employee" table.

  Any discrepancies should be discussed with the employee. Do not erase or alter the employee's entries. Annotate the record with your corrections and review the changes with the employee.

• In the "To Be Completed by Supervisor" table:

— For absences that are approved or covered under an announced policy or the terms of a collective bargaining agreement, indicate the number of hours of credited time-off in the "To Be Completed by Supervisor" table, along with the appropriate code:

V = Vacation	**CT** = Compensatory Time
H = Holiday	**J** = Jury Duty
PD = Personal Day	**D** = Death in the Family
PL = Personal Leave	**MWP** = Military Leave With Pay
SL = Sick Leave	**MWOP** = Military Leave Without Pay
NSL = New York City Sick Leave *(Non-Union Support Staff Only)*	**AWOP** = Absent without Pay
	O = Other (Explain)
WC = Workers' Compensation	

Enter the total number of credited hours—that is, "Hours Worked" plus "Credited Time-off"—in the last column, and total the hours at the bottom of the table.

• Update the "Summary of Benefits" as appropriate.

Notes:

1. *Regular part-time support staff members are entitled to pro-rated sick leave, vacation and personal days based on the number of hours worked per week. For administrative purposes, regardless of the number of hours a regular part-time employee works per day, his/her earned benefit "day" is equal to 1/5th the total hours of the work week. Accumulations, therefore, should be maintained in hours. Actual time lost should be charged against the appropriate hourly balance.*

2. *Non-Union Support staff are eligible for up to 40 hours per year in New York City Sick Leave. Please review the full policy at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.*

□ Sign the form and give a copy to the employee for their records.

For More Information:

• For more information, consult the applicable collective bargaining agreement. Non-union support staff should consult the University's *Personnel Policy Manual.*

Employee Name: _____ **Employee ID:** _____

Department/Administrative Unit: _____ **Total Hours Worked:** _____

Week 1		
Period Covered	*to*	
	Total Hours	**Notes/Comments**
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week 2		
Period Covered	*to*	
	Total Hours	**Notes/Comments**
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Total Hours Worked*: _____ **Total Hours Worked*:** _____

_____ _____

Employee Signature and Date: **Supervisor/Administrator Signature and Date**

Summary of NYC Sick Leave *(To Be Completed by Supervisor, Departmental Administrator or HR Manager)*

	Prior Balance	*PLUS Additional Time Earned (If Any)*	*MINUS Total Used*	*New Balance (As of the End of the Current Bi-weekly Pay Cycle)*
NYC Sick Leave (Fiscal Year)				

Instructions:

Variable-hours Officers are part-time employees and are paid on the **bi-weekly payroll**, not the semi-monthly payroll.

This form must be completed for each Variable-hours Officer, signed by the employee and submitted to the employee's supervisor at the close of each two week period, where it is signed by the supervisor. The hours must be entered into FFE for the employee. For the payroll calendar, please go to: http://finance.columbia.edu/controller/payroll/index.html.

*Please Note: Variable-hours Officers are limited to no more than 999 hours in 12 months from the anniversary hire date (i.e., on average less than 20 hours per week).

Please Note:

Completion of time sheets is a legal requirement of the Fair Labor Standards Act and a negotiated contractual requirement.

Columbia University complies with the New York City Earned Sick Time Act by providing eligible faculty and staff the ability to accrue up to a maximum of 40 hours per fiscal year in paid sick time, which can be used for illness or preventative care of one's self or one's family members (defined under the Act to mean the employee's child, spouse, domestic partner, parent, sibling (including a half sibling, step sibling, or sibling related through adoption), grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner).

Variable hour officers are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments.

For more information on the NYC Sick Leave, please see the New York City Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.