Please submit the original documents to ISERP at 370 IAB, or send via email to iserp-hiring@columbia.edu.

**Short-Term Casuals - New Hire Checklist**

- Hire Data Form for Candidates
- CV
- Academic Profile (print from Student Services Online, SSOL)
- I-9: [See instructions here](#)
- Casual Employment form
- NYS Department of Labor form (NYSL 195.1)
- Ethnicity form
- Paid Family Leave Exemption Form*  
- Tax Forms:  
  - W-4
  - **One of the following** NYS tax forms: (Please carefully review and chose the one that applies to your situation.)  
    - IT2104: NYS residents.
    - IT2104.1: Non-residents.
    - IT2104E: Exemption form for full time students under the age of 25

*If you are not a US citizen, please also provide the following:  
- Passport
- Visa
- I-20
- I-94
- If applicable: Permanent Resident card; Any others that apply

All Columbia employees must have a valid U.S. work authorization and a Social Security Number. International students who do not have a Social Security Number (SSN), can request a Social Security Verification form from ISERP to apply for a number with the Social Security Administration.

*Depending on your individual circumstance, you may be eligible to waive the PFL benefit and payroll deduction. If your regular schedule is less than 26 consecutive weeks (six months) or 175 days in a 52 consecutive week period, you may waive the PFL payroll deduction by completing the Employee Opt-Out of Paid Family Leave Benefits (PFL-Waiver) Form. Visit [http://hr.columbia.edu/ny-state-paid-family-leave-law](http://hr.columbia.edu/ny-state-paid-family-leave-law) for more information on the NYS Paid Family Leave.*