

Please submit the original documents to ISERP at 370 IAB, or send via email to [iserp-hiring@columbia.edu](mailto: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 Waiver 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.**

**\* 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> for more information on the NYS Paid Family Leave.