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.