



2023-2024
SHORT-TERM STAFFING HIRING
GUIDE FOR SUPERVISORS

Dear Colleagues,

We are pleased to share with you SIPA's *Guide to Short-Term Hiring for Supervisors!*

The enclosed guide provides supervisors at SIPA with a comprehensive overview for hiring all categories of short-term hourly staff, including:

Student Hires

- ❖ Federal Work Study
- ❖ Casual

Non-Student Hires

- ❖ Short-Term Hourly Staff

This guide and the forms and manuals referenced within, can be found on [SIPA's Human Resource website](#).

For further assistance regarding student/non-student hires please contact:

Ashlie Richards
Senior Human Resources Coordinator
(212) 854-5809
ar4556@columbia.edu

**Thank you,
SIPA HR**

Student Federal Work Study Hires

Who Can I Hire?

- Students at Columbia University with a current Federal Work Study (FWS) award during the
- FWS payroll calendar (typically excludes June).
- Students must be U.S. Citizens or Permanent Residents. FWS awards are determined by need and FAFSA.
- Students are permitted to have more than 1 FWS or Casual job.

How do I post a Job?

- SIPA HR will post a job for you by request on the FWS website. You may also recruit through flyer postings. If your Work-study hire has been predetermined, a public posting is not required.

What work can I have them do?

- Students may perform various administrative and/or research duties for SIPA offices. SIPA HR has a standard job description for your individual unit that you may use for postings.

How much can I pay them?

- As per [Columbia University and SWC UAW Agreement](#); effective August 1st, 2023, the minimum standard rate is \$22/hour for Student Instructional, Student Research and Academic Support Workers.
- The standard rate is \$15.00/hour minimum for Student Administrative Support Workers.

How many hours can they work?

- Students are limited to working 20 hours per week total during the academic year across all positions on campus.
- Students are permitted to work a maximum 35 hours per week during the summer and winter semester across all positions on campus)
Students are paid for actual hours worked. After 5 hours of work, the student is required to take an unpaid 30-minute break. Lunch, other breaks, and University Holidays are unpaid.
- **Please note that students may not work beyond their FWS award.**

How much will my budget be charged?

- 30% of the total salary will be charged to the combo code you provide on the [SIPA Workstudy Hire Request Form](#).
- The Federal Government subsidizes the remaining 70% of the salary under a cost share program. FWS salaries are not subject to fringe.

Does the student need to submit timesheets?

- Students must complete bi-weekly Work Study timesheets online via [FWS website](#) per the FWS payroll schedule. Supervisors receive email prompts from the Work Study office to approve timesheets prior to the timesheet deadline.
- In addition to bi-weekly timesheets, a [SIPA Daily Log](#) of hours worked must be maintained by the hiring unit.

How do I hire them?

STEP 1: Supervisor and Student complete the *SIPA Workstudy Hire Request Form* and submit it to SIPA HR

STEP 2: SIPA HR processes the hire request in FWS Site.

STEP 3: Student completes new hire paperwork at the FWS Office – 210 Kent Hall

STEP 4: SIPA HR processes the hire request. FWS Timesheets are available online at fws.columbia.edu after student receives confirmation of hire email from FWS Office.

PLEASE NOTE: Students cannot work or complete online Work-study timesheets prior to the completion of the steps above.

What else do I need to know?

- You may also hire Barnard students with Work study allocation through the Barnard FWS Office. SIPA HR can assist you with getting your unit set up as an employer at Barnard. Barnard students have a different cost share arrangement.

Who do I contact if I have questions?

**Ashlie Richards- Senior Human Resources Coordinator
(212) 854-5809 or ar4556@columbia.edu**

Student Casual Hires

Who Can I Hire?

- Students registered at Columbia University or Barnard during the Academic Year.
- Incoming students are NOT eligible for casual appointments before the classes begin.
- Students must be registered and enrolled in both Spring and Fall semesters to be eligible for a summer appointment.
- Students are permitted to have more than 1 FWS or Casual job.
- Students must present a Social Security Number or receipt of SSN application to be eligible for Casual employment.

How do I post a Job?

- You may recruit by posting flyers; please send SIPA HR a copy for review.

What work can I have them do?

- Student Casual hires provide general administrative and/or research support to offices at SIPA and its affiliated Centers and Institutes.
- Student Casuals cannot be hired to replace regular CU staff on leave of absence without special clearance.

How much can I pay them?

With the ratification of the Agreement reached with the [Student Workers of Columbia SWC-UAW](#) effective August 1st, 2023, Student Casual categories to choose from are listed below:

- **Student Administrative Support Worker:** minimum rate of \$15/hour- hourly student casuals serving in general administrative or other functions, or whose job is to provide only technology support for the delivery of a course, in the classroom, online or hybrid.
- **Student Instructional Worker:** minimum rate of \$22/hour- hourly student casuals whose job is to perform instructional work for university courses.
- **Student Research Worker:** minimum rate of \$22/hour - hourly student casuals performing research activities.
- **Student Academic Support Worker:** minimum hourly rate of \$22/hour - hourly student casuals whose work directly supports instruction or research but is not itself instructional or research service (e.g., tutoring services and learning support for Athletics Dept., data entry/manipulation without analysis).

How many hours can they work?

- Students are limited to working 20 hours per week during the academic year across all positions on campus.
- Students can work a maximum of 35 hours per week during the summer and winter sessions across all positions on campus.
- After 5 hours of work, the student is required to take an unpaid 30-minute break. Lunch, other breaks, and University Holidays are unpaid.

How much will my budget be charged?

- 100% of the total salary will be charged to the combo code you provide on the [SIPA Casual Hire Request Form](#).
- Student Casual salaries during the Academic Year are not charged fringe.
- During the summer months (June-August) your combo code will be charged 8.15% fringe on all funding sources (grant and non-grant).

Does the student need to submit timesheets?

- Students will complete their bi-weekly casual timesheets in the Time & Labor and Absence Management (TLAM) system per the payroll schedule.
- Supervisors verify and approve timesheets electronically in TLAM by the payroll deadline.
- In addition to bi-weekly timesheets, a [SIPA Daily Log](#) of hours worked must be maintained by the hiring unit.

How do I hire them?

- STEP 1: Supervisor completes the [SIPA Casual Hire Request Form](#) and submits it to SIPA HR
- STEP 2: Student completes an I9 (Employment Verification Form) at 208 Kent Hall by appointment only via [Calendly for new students](#) or at the [Studebaker building](#) as a walk-in for all new hires/rehires- no appointment required
- STEP 3: Student completes new hire paperwork by SIPA HR via DocuSign
- STEP 4: SIPA HR processes the hire. SIPA HR will email student timesheets once their hire is confirmed, and the student is eligible for payroll.

PLEASE NOTE: Students cannot work or complete Casual timesheets prior to the completion of the above steps.

What else do I need to know?

- For international student, they must have valid U.S. work authorization to complete an I-9 for eligibility to work at Columbia.
- Students who already hold officer positions (e.g., Teaching Assistants, Teaching Fellows, Graduate Research Fellows, Readers) at CU, require pre-approval for payment via SIPA HR.

Who do I contact if I have question?

**Ashlie Richards - Senior Human Resources Coordinator
(212) 854-5809 or ar4556@columbia.edu**

Non-Student Short Term Hourly Staff

(Via the University Employment Center)

Who Can I Hire? Non-students (including recent CU graduates) who have work eligibility in the United States.

Where do I start?

Short-term staffing may be used to aide during a vacancy, while an employee is on leave, or for general support. Submit details of the work assignment (see section **A** of [Non-Student Hourly Staffing Request for Hire Form](#)) to SIPAHR. SIPAHR will work with CU's Temp Staffing Agency to begin the search for applicants. If the candidate for the assignment has already been selected, a formal posting is not required. In that case, simply complete sections **A** and **B** of *Non-Student Hourly Staffing Request for Hire Form* and submit it to SIPAHR.

What work can I have them do? Short-term, hourly assignments. Assignments should exclude research duties.

How many hours can they work? Typically, non-student hourly staff hold **one** assignment at Columbia at a time. Non-student hourly staff are held to a maximum of 4 months **OR** 560 hours (whichever comes first) across all positions within a 12-month period from their start date as a temporary worker at Columbia. Columbia automatically terminates assignments when the hourly **or** period limit has been reached; in that case, there is no eligibility for re-hire until 12 months after the termination date. Contact SIPA HR to verify the individual's eligibility.

How much can I pay them? Pay rates are variable. Please contact SIPA HR to determine an appropriate hourly rate.

How much will my budget be charged? 100% of the total salary plus agency fee will be billed monthly to the speed chart value you specify on the *Non-Student Hourly Hire Request Form*. The charges will appear under account control 64600. The agency fee for candidates identified by the hiring unit is 31%. The fee for applicants referred by temporary staffing can be a higher variable rate.

How will the employee be paid? Individuals will submit online **weekly** timesheets through the Talent Acquisition Management Solutions system (TAMS). Supervisors will login to approve online timesheets per the agency's timesheet deadlines. Timesheets can only be completed for the assignment period defined. In addition to weekly timesheets, a [SIPA Daily Log](#) of hours worked must be maintained by the hiring unit.

What are the steps to hire them?

STEP 1: The Supervisor/Timesheet approver contacts SIPA HR to initiate the assignment/hire and submits a completed [SIPA Non-Student Hourly Staff Hire Request Form](#) (searches/postings are optional). If a candidate is pre-selected by the Supervisor/Timesheet approver of the assignment, submit a resume/CV along with the completed hire request form.

STEP 2: SIPA HR vets request and will contact CU's Temporary Staffing Agency contacts to request the assignment and approve the requisition.

STEP 3: The CU Temporary Staffing Agency contacts the employee to complete hire forms. (*Please Note: Individuals previously employed at CU may be asked to complete new hire forms*)

The Staffing Agency is located at the:

Columbia University Employment Information Center (CEIC)

3180 Broadway (at 125th Street)

New York, NY 10027

STEP 4: The CU Temp Staffing Agency confirms the hire with the employee and the designated supervisor/timesheet approver. The Staffing Agency follows up with login information and detailed instructions on how to proceed with the assignment. **PLEASE NOTE: Individuals cannot perform work or complete online TAMS timesheets prior to the completion of the steps above.**

STEP 5: SIPAHR will initiate any UNI and IT requests.

What else do I need to know? All Temps must be eligible to work in the U.S. Changes to current assignments must be submitted on a new *SIPA Non-Student Hourly Staff Hire Request Form*. If you are interested in hiring Non-Student Hourly Staff to work off-campus, please contact SIPA HR for further instruction.

Who do I contact if I have questions?

Diya Bhattacharya- Senior Executive Director at (212) 854-8953 or db39@columbia.edu

SHORT-TERM STAFFING AT-A-GLANCE

EMPLOYEE CATEGORY	ELIGIBILITY	HIRING PROCES	RATE OF PAY	PAY MECHANISM	BUDGET IMPACT	PARAMETERS	SIPA HR CONTACT
WORK-STUDY	<p>Registered CU students with FWS Award</p> <p>Registered Barnard students with FWS Award (contact SIPA HR for details)</p>	<p>SIPA FWS Hire Request Form completed by supervisor and employee</p> <p>Job is posted via FWS website</p> <p>Employment forms completed at FWS Office</p>	<p>Student Administrative Support Worker minimum \$15/hour</p> <p>Student Instructional, Research, and Academic Support Workers minimum \$22/hour</p>	<p>Bi-weekly timesheets are submitted <u>online</u> via FWS website</p>	<ul style="list-style-type: none"> - 40% salary charged to combo code provided - No fringe during Academic Year 	<p>Can hold more than one job simultaneously</p> <p>Can work a maximum of 20hrs/week across all positions during the academic year and 35hrs/week during summer & winter term</p> <ul style="list-style-type: none"> - Hired only during FWS year (see FWS payroll calendar) 	<p>Ashlie Richards Senior Human Resources Coordinator ar4556@columbia.edu</p>
STUDENT CASUAL	<ul style="list-style-type: none"> - Registered CU or Barnard students 	<ul style="list-style-type: none"> - SIPA Casual Hire Request Form completed by supervisor and employee - No central posting. flyer recruitment - Employment Forms completed with SIPA HR 	<p>-Student Administrative Support Worker minimum \$15/hour, Student Instructional, Research, and Academic Support Workers minimum \$2/hour.</p> <p>*Requests for exceptions to be made to SIPAHR Office</p>	<ul style="list-style-type: none"> - Bi-weekly timesheets are submitted <u>on-line</u> via TLAM 	<ul style="list-style-type: none"> - 100% salary charged to combo code provided - No fringe during Academic Year - Additional 8.15% fringe (on both gov't and non-gov't accounts) charged during Summer 	<p>Can hold more than one job simultaneously</p> <p>Can work a maximum of 20hrs/week across all positions during the academic year and 35hrs/week during the summer and winter term</p>	<p>Ashlie Richards Senior Human Resources Coordinator ar4556@columbia.edu</p>
NON-STUDENT HIRE	<ul style="list-style-type: none"> - Non-students (including CU graduates) 	<ul style="list-style-type: none"> - SIPA Non-Student Hourly Staff Hire Request Form completed by cost center and employee - Resume/CV submitted with request form if candidate pre-selected - Searches/Postings are optional (contact SIPA HR for details) - Employment Forms completed with CU's Temp Staffing Agency 	<ul style="list-style-type: none"> - Pay rates vary; contact SIPA HR for help in determining an appropriate rate 	<ul style="list-style-type: none"> - Weekly timesheets submitted <u>on-line</u> via VNDLY website 	<ul style="list-style-type: none"> - 100% salary and agency fee billed to speed chart value provided; charges appear under account control. - The agency fee for candidates identified by the hiring unit is 31%. The fee for applicants referred by temporary staffing is a higher variable rate. 	<ul style="list-style-type: none"> - Typically hold one assignment at CU at a time <p>Assignments are held to a max of 4 months OR 560 hours across all positions (For exceptions to the hour limit, see SIPAHR staff)</p>	<p>Wendy Salazar Senior HR Coordinator ws2706@columbia.edu</p>

New York City Earned Safe and Sick Time Act (NYC ESTA)

What is it? NYC ESTA is a new law that went into effect on April 1st, 2014, which requires certain employers to provide paid sick leave for employees.

Are all short-term hourly staff covered? Under ESTA, Student Casual hires are covered; however, Student Work Study hires are not covered under the Act. The Columbia University Employment Information Center (CEIC) monitor Accruals for Non-Student Hourly Temporary Staff.

What are the terms of accrual? Paid sick leave is accrued at a rate of 1 hour for every 30 hours worked, up to a maximum of 56 hours. Accrual begins on April 1, 2014, or the first date of employment, whichever is later.

What are the eligibility requirements? Employees must work more than 80 hours during the fiscal year (July 1st thru June 30th) to be eligible for paid sick leave. Eligible employees may begin using accrued hours on July 30, 2017 or 120 days after employment date, whichever is later.

What can the hours be used for? Accrued hours may be used for the following:

Having a mental or physical illness, injury, or health condition; needing medical diagnosis, care, or treatment for the illness, injury, or health condition; needing preventative medical care.

Caring for a family member who has mental or physical illness, injury, or health condition; needs medical diagnosis, care, or treatment for the illness, injury, or health condition; or needs preventative medical care.

The University closes due to a public health emergency, or the employee needs to care for a child whose school or childcare provider closed due to a public health emergency.

What family members are recognized under ESTA? Family members include: the employee's child, grandchild, spouse, domestic partner, parent, grandparent, child or parent of employee's spouse or domestic partner, and sibling (including half, adopted, or step sibling).

Can the supervisor request advanced notice? If the need is foreseeable, you may require up to seven days advance notice of intention to use sick leave. If the need is unforeseeable, you may require notice as soon as practicable.

Is documentation required? If more than three consecutive workdays are used as sick leave, documentation can be required; however, supervisors are prohibited from requiring the health care provider to specify a medical reason for the sick leave.

Are unused sick days carried over? Up to 56 hours of accrued but unused sick leave may be carried over into the new fiscal year. Only 56 hours of sick leave may be used per fiscal year. Upon termination, unused accrued sick time will not be paid out.

What else do I need to know? Student casuals should contact SIPA HR for information about their current sick leave balance.

Who do I contact if I have questions? SIPA HR (sipahr@sipa.columbia.edu). Columbia University's policy regarding NYC ESTA can be found at <https://policylibrary.columbia.edu/new-york-city-earned-safe-and-sick-time-act>.