## Short-Term Staffing At-A-Glance

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| **Work-Study**    | Registered CU students with FWS Award | SIPA FWS Hire Request Form completed by supervisor and employee | Student Administrative Support Worker minimum $15/hour | Bi-weekly timesheets are submitted online via FWS website | 40% salary charged to combo code provided | Can hold more than one job simultaneously | Ashlie Richards  
Senior Human Resources Coordinator  
ar4556@columbia.edu |
|                   | Registered Barnard students with FWS Award (contact SIPA HR for details) | Job is posted via FWS website Employment forms completed at FWS Office | Student Instructional, Research, and Academic Support Workers minimum $22/hour | - | No fringe during Academic Year | | |
| **Student Casual**| Registered CU or Barnard students | - SIPA Casual Hire Request Form completed by supervisor and employee  
- No central posting, flyer recruitment  
- Employment Forms completed with SIPA HR | - Student Administrative Support Worker minimum $15/hour, Student Instructional, Research, and Academic Support Workers minimum $2/hour. *Requests for exceptions to be made to SIPAHR Office | - Bi-weekly timesheets are submitted online via TLAM | 100% salary charged to combo code provided | Can hold more than one job simultaneously | Ashlie Richards  
Senior Human Resources Coordinator  
ar4556@columbia.edu |
|                   | - Non-Student (including CU graduates) | - 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 | - Pay rates vary; contact SIPA HR for help in determining an appropriate rate | - Weekly timesheets submitted online via VNDLY website | 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. | Typically hold one assignment at CU at a time | Wendy Salazar  
Senior HR Coordinator  
ws2706@columbia.edu |
| **Non-Student Hire** | | | | | | | |