

# SHORT-TERM STAFFING AT-A-GLANCE

EMPLOYEE CATEGORY	ELIGIBILITY	HIRING PROCES	RATE OF PAY	PAY MECHANISM	BUDGET IMPACT	PARAMETERS	SIPA HR CONTACT
<b>WORK-STUDY</b>	<p><b>Registered CU students with FWS Award</b></p> <p><b>Registered Barnard students with FWS Award (contact SIPA HR for details)</b></p>	<p><b>SIPA FWS Hire Request Form</b> 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><b>Bi-weekly</b> timesheets are submitted <u>online</u> via FWS website</p>	<ul style="list-style-type: none"> <li>- 40% salary charged to combo code provided</li> <li>- No fringe during Academic Year</li> </ul>	<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 &amp; winter term</p> <ul style="list-style-type: none"> <li>- Hired only during FWS year (<b>see FWS payroll calendar</b>)</li> </ul>	<p><b>Ashlie Richards</b> Senior Human Resources Coordinator ar4556@columbia.edu</p>
<b>STUDENT CASUAL</b>	<ul style="list-style-type: none"> <li>- <b>Registered CU or Barnard students</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>SIPA Casual Hire Request Form</b> completed by supervisor and employee</li> <li>- No central posting. flyer recruitment</li> <li>- Employment Forms completed with SIPA HR</li> </ul>	<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"> <li>- <b>Bi-weekly</b> timesheets are submitted <u>on-line</u> via TLAM</li> </ul>	<ul style="list-style-type: none"> <li>- 100% salary charged to combo code provided</li> <li>- No fringe during Academic Year</li> <li>- Additional 8.15% fringe (on both gov't and non-gov't accounts) charged during Summer</li> </ul>	<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><b>Ashlie Richards</b> Senior Human Resources Coordinator ar4556@columbia.edu</p>
<b>NON-STUDENT HIRE</b>	<ul style="list-style-type: none"> <li>- <b>Non-students (including CU graduates)</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>SIPA Non-Student Hourly Staff Hire Request Form completed by cost center and employee</b></li> <li>- Resume/CV submitted with request form if candidate pre-selected</li> <li>- Searches/Postings are optional (contact SIPA HR for details)</li> <li>- Employment Forms completed with CU's Temp Staffing Agency</li> </ul>	<ul style="list-style-type: none"> <li>- Pay rates vary; contact SIPA HR for help in determining an appropriate rate</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Weekly</b> timesheets submitted <u>on-line</u> via VNDLY website</li> </ul>	<ul style="list-style-type: none"> <li>- 100% salary and agency fee billed to speed chart value provided; charges appear under account control.</li> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- Typically hold one assignment at CU at a time</li> </ul> <p>Assignments are held to a max of 4 months <b>OR</b> 560 hours across all positions (For exceptions to the hour limit, see SIPAHR staff)</p>	<p><b>Wendy Salazar</b> Senior HR Coordinator ws2706@columbia.edu</p>