### STUDENTS

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIR NEW</td>
<td>Hire a new student</td>
</tr>
<tr>
<td>DTA CNW</td>
<td>Reappoint a student who is not terminated at the present time</td>
</tr>
<tr>
<td>REH CNW</td>
<td>Rehire a student who is inactive due to a termination.</td>
</tr>
<tr>
<td>REH REH</td>
<td>Appoint a student who is terminated as a casual. If casual is not terminated, then first do TER AEN on casual position.</td>
</tr>
</tbody>
</table>

**Prefix**
- Ms. or Mr. only

**Name**
- Must match tax form (look at middle initial or name on tax forms)
- Use the middle initial on the NRA’s visa and work authorization

**Admin Dept Name**
- Remember the correct branch (xxxx103), Institutes and centers might be different at a level 8 department

**Work Location**
- 01 Morningside
- 04 LDEO

**Office address**
- REMEMBER NO CITY STATE OR ZIP CODE

**Mailing address**
- Current address (Blank if same as permanent address)

**Home Address**
- Permanent address. Use mailing address only is different than home.
- Addresses must match address on tax forms, use US address or NY address.

**Work Eligibility**
- Expiration date is date work authorization (DS2019, I20 etc) expires

**Education**
- List type of degree (ex. BS, MS) Institution (no abbreviations), if state University list specific campus, if foreign university list country, list month (May if not known) and year.
- Please note this field is sometimes blank on turnaround PAF.

**Tenure Information**
- NONE. Must write it in on Nomination Form
- ON PAF it is 5. None. Please note this field is sometimes blank on turnaround PAF.

**Complete University Title**
- LEAVE BLANK as students do not have University Titles.

**Title**
- Teaching Fellow and Research Fellows for PhD students. GRA, Graduate Research Fellow for students with undergraduate degrees

**Appt Type**
- Secretarial

**Comp Rate**
- Salary that student officer is to receive
Annual Rate  
Salary that employee is receiving annualized (ex, $4000 Sept 1 to Dec 31; annual rate $12,000)

Salary Type  
CNTRCT

REMINDER IF going from CASUAL to Student officer change salary type on PAF from NAANL to CNTRCT

FT/PT  
Student officers are all PART TIME

Notes and Tips

- Position entry date/ Appt. comp rate Eff date/ Eff Date (at top) must be the same and based on I9 (NRA) or start of appointment.
- Remember Academic Titles must have a position department that is one of the 27 Academic appointments. These appointments could have different administrative departments.
- Please confirm social security number on Nomination form with those on tax forms, all the numbers must match.
- NRA’s cannot start prior to doing I9 form and Start dates need to match.
- NO NYS195 form for students.
- Invention agreements are needed for research fellow and DRA’s and GRA’s and Graduate research fellows.