

**Hiring Documents for Administrative Staff:**  
***Officers, Union Support Staff, NUSS (Non-Union Support Staff):***

Once your finalist has been cleared you may proceed with a formal offer. ***Please do not provide a formal offer letter prior to clearance of the finalist by the HR Client Manager.***

- Template Offer Letter for USS:  
[http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/template\\_offer\\_letter\\_-\\_union\\_support\\_staff.doc](http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/template_offer_letter_-_union_support_staff.doc)
- Template Offer Letter for Officers:  
[http://hr.columbia.edu/sites/default/files/document-files-word2015/02/20/template\\_offer\\_letter\\_-\\_officer\\_rev.\\_22015.doc](http://hr.columbia.edu/sites/default/files/document-files-word2015/02/20/template_offer_letter_-_officer_rev._22015.doc)
- Template Offer Letter for NUSS:  
[http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/template\\_offer\\_letter\\_-\\_non-union\\_support\\_staff.doc](http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/template_offer_letter_-_non-union_support_staff.doc)

*(Please contact us for appropriate internal or temporary administrative offer letter templates)*

Once the offer letter is ready, you will give the candidate the offer letter to sign off on along with the [\*Disclosure of Criminal Background\*](#) form to sign. Feel free to send a draft of the offer letter for review.

Collect the documents below and provide the candidate with the appropriate forms to complete:

- **NYS DOL 195 for *Non Exempt* Employees (USS/NUSS) -**  
[http://hr.columbia.edu/system/files/private-document-files/2014/12/07/formnonexempt\\_nysdol195.pdf?nocache=1432047056](http://hr.columbia.edu/system/files/private-document-files/2014/12/07/formnonexempt_nysdol195.pdf?nocache=1432047056)
- **NYS DOL 195 for *Exempt* Employees (Officers) -**  
[http://hr.columbia.edu/sites/default/files/document-files/2015/02/03/formexempt\\_nysdol195.pdf](http://hr.columbia.edu/sites/default/files/document-files/2015/02/03/formexempt_nysdol195.pdf)
- **NYS Tax form:** [http://www.tax.ny.gov/pdf/current\\_forms/wt/it2104\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/wt/it2104_fill_in.pdf)
- **W-4:** <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- **Voluntary Self Identification of Race & Ethnicity form-**  
[http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/voluntary\\_self-identification\\_of\\_ethnicity\\_and\\_race.doc](http://hr.columbia.edu/sites/default/files/document-files-word2014/09/10/voluntary_self-identification_of_ethnicity_and_race.doc)
- The candidate will need to visit the **I-9 Center at 210 Kent Hall** on the Morningside campus and bring Identification documents (Driver's license, passport, visa, etc.)

Please print the following documents from JAC and submit along with the PAF as well:

- Print the Job Application from JAC. Finalist must sign and date the application
- Print the Job vacancy Requisition Summary from JAC (all pages- must include date of finalist clearance)
- Print the Applicant Pool Report

Once you have collected the forms above, complete a new PAF (Personnel Action Form) electronically:  
<http://hr.columbia.edu/sites/default/files/document-files/2014/12/06/new-hire-paf.pdf>

*(NOTE: If the candidate is internal or has had prior Columbia work experience, please retrieve the PAF from PAC or from the previous department. If you are unable to locate the PAF, contact me for assistance).*

Once the PAF is completed and signed, include all of the forms above and send to my attention at the Townhouse, 635 W 115th Street, Room 301

Please let me know if you have any questions or difficulty with the links,

Lourdes

Lourdes A. Lopez, HR Manager -Office of the Executive Vice President for Arts & Sciences  
Columbia University - Morningside Campus  
635 West 115th Street, Room #301, MC 8122  
Phone: [212.854.6103](tel:212.854.6103)  
Fax: [212.851.9520](tel:212.851.9520)  
E-Mail: [l2785@columbia.edu](mailto:l2785@columbia.edu)