



COLUMBIA | ENGINEERING

The Fu Foundation School of Engineering and Applied Science

STUDENT CASUAL HIRE QUESTIONNAIRE

1. Student Name: Click or tap here to enter text.
2. Student UNI: Click or tap here to enter text.
3. What department will the student be working in? Choose an item.
4. Is the student a Columbia University student? ☐ Yes ☐ No
5. If the student is not enrolled at Columbia University, please provide the school of enrollment (or affiliation) and their status (Undergraduate, Masters, PHD)?
☐ Barnard ☐ Teachers College ☐ Other Click or tap here to enter text.
6. Are you working in another Columbia school, center, or affiliation? If yes, please verify the name of the school/center /affiliation and the full name and email address of the manager. Click or tap here to enter text.
7. Is the student enrolled for M&F during the current term? ☐ Yes ☐ No
8. Are you a Doctoral student and enrolled in M&F this current term? ☐ Yes ☐ No ☐ Not Applicable
9. Is the student an Instructional employee? ☐ Yes ☐ No
If Yes, is the student a: ☐ Grader ☐ Course Assistant ☐ Other Click or tap here to enter text.
10. Student's Hourly Pay Rate? \$
11. On average, how many hours are the students expected to work per week, and how many weeks?
Per Week: Click or tap here to enter text.
Total Weeks: Click or tap here to enter text.
Anticipated Start Date: Click or tap to enter a date.
Anticipated End Date: Click or tap to enter a date.
12. Is the student serving in multiple roles in the department? ☒ Yes ☐ No
a) If yes, are the roles the same? For example, are they all Student Instructional or Student Research?
Click or tap here to enter text.
13. If the student is a casual research worker, what program are they participating in? Please provide a few sentences regarding the work being done below:
Click or tap here to enter text.



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14. Will the student be working 100% remote? ☐ Yes ☐ No
- a. If yes, please provide a justification for remote status, summary of tasks, and how expectations will be managed virtually below. Additionally, [Employee Certification for Working Outside of New York State Form](#) may be required. Click or tap here to enter text.
 - b. Who is requesting the remote work arrangement? (Employee, Department, Supervisor, etc.)
Click or tap here to enter text.
 - c. What state will the employee be living/working in? Click or tap here to enter text.
 - d. Will the employee be required to come to campus to attend meetings/events, etc.?
☐ Yes ☐ No
 - i. If yes, who will be responsible for expenses? Click or tap here to enter text.
 - e. Are there any time differences? If so, how will they be addressed? Click or tap here to enter text.
 - f. Any equipment provisions?
Click or tap here to enter text.



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STUDENT CASUAL CHECKLIST

- ☐ Student Casual Hiring Questionnaire:
- ☐ [Columbia University Casual Employment Form](#)
- ☐ [Notice and Acknowledgement of Pay Rate and Pay Day form](#)
- ☐ [Go to the I-9 Processing Center in 205 Kent Hall](#): Please bring your I-9 documents with you (a list of acceptable documents is enclosed). Copies and/or Expired documents will not be accepted.
- ☐ [Complete and sign the federal W4 form](#).
- ☐ Please complete and sign ONE of the [New York IT-2104 forms](#). There are three (3) versions attached to this packet. Refer to the chart, guide to required tax forms, to determine which tax forms you should complete. The address on your W4 form must match the address on your IT- 2014 form. Please note that Human Resources and Columbia University staff are not allowed to give tax advice.
- ☐ [Complete and sign the Employee Opt-Out of Paid Family Leave Benefits form](#).
- ☐ [Complete Voluntary Self-Identification of Race and Ethnicity Form](#).
- ☐ [International Students](#): Please bring the following documents when submitting paperwork to HR: Passport, visa, visa approval form, and I-94. The I-94 form can be printed from <https://www.cbp.gov/travel/international-visitors/i-94>.
 - International students must register with ISSO within a week of arrival to the USA (in-person) in order to receive a [SEVIS](#) number
 - If you do not have US Social Security Number, you must provide the SSN application receipt from the Social Security Administration (SSA).
 - New employees can go to the Manhattan Card Center at 123 William Street, New York, NY 10038 with the relevant original documents as described on the International Students and Scholars Office website at: <https://isso.columbia.edu/content/social-security-number-application>.
 - The SSA offices provides applicants the ability to start the application online. Please visit <https://www.ssa.gov/ssnumber/> for more information.
- ☐ Students are only permitted to work a total of 20 hours per week during the academic year. Please let your department know if you hold another position outside of your department and how many hours you are scheduled to work in that department.