

Smart HR Transactions
Template Based Hire/Rehire

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This date defaults to today, please edit to the appointment start date

Enter/Review the employee information.

*Job Eff Date (Hire Date): 01/01/2025

Personal / Job Data Labor Accounting

If faculty is on a visa, start date should be on or after arrival date on I-94 if they arrive after appointment start date on their offer letter.

Employee Information

Social Security No.

Social Security No.

Put SS# where, this person does not have a SS# so leave it blank and attach receipt for SS application.

Primary Name - English

*Name Prefix

Professor

*First Name

Maria

Middle Name

Salomea

*Last Name

Sklodowska-Curie

Name Suffix

- 1. Make sure prefix is Prof for any Profess I title.
- 2. Dr. if they have Phd and are a lecturer.
- 3."Note: JD is not a doctorate's degree.

Name needs to match tax forms including middle initial

Preferred Name

Name Prefix

Professor

First Name

Marie

Middle Name

Last Name

Curie

Name Suffix

This is her Preferred name different than legal name. This would be requested by the individual.

Home Address (Perm)

*Address Type

Home

*Country

USA

*Address Line 1

1867 Riverside Dr.

Address Line 2

Apt. 94

Address Line 3

*City

New York

State

NY

Postal Code

10027

Must mach tax forms

Mailing Address (Curr)

Address Type

Mailing

*Country

USA

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

Office Address

*Address Type

CU Office

*Country

USA

*Addr Line 1 (Rm & Bldg)

86 Pupin

Add "ONL" if course is online, but should be rare case

Address Line 2

Addr Line 3 (Mail Code)

5253

Except for LDEO, leave City, state and zip blank

City

State

Postal Code

Check Address

*Check Sequence Code

38101

Address Line 1

Physics Dept c/o Randy Torres

Address Line 2

Pupin Hall

Address Line 3

MC 5253

Number

38101

Home/Preferred Phone

Phone Type

Home

Telephone

Mobile Phone

Phone Type

Mobile

Telephone

212/958-8787

CU Office Phone

Phone Type

CU Office

Telephone

212/854-1111

Person Gender

*Gender

Female

Birth Information

*Date of Birth

11/07/1967



Person Marital Status

*Marital Status

Married

Marital Status Date

11/01/1995

date required if married only

Citizenship Status

*US Citizen?

N

Visa

Visa Type

H1B

Perm Res Reg No.

Expiration Date

06/30/2027

No expiration date for a PR

Ethnicity/Race

☐ Hispanic or Latino☐ Asian☐ Native Hawaiian/Pacific Islander☐ Not DisclosedFrom Race and
Ethnicity form☐ American Indian/Alaska Native☐ Black or African American☒ White

Person Education Level

*Highest Education Level

J-Doctorate

Highest completed degree

Education - 01 - Highest Degree

For CU use
5/31/xxxx

Degree

PHD

School Code

0119

Date Received

06/30/1996

School Name

UNIV PARIS

State

75

Country

FRA

Education - 02 - Accomplishment

Other than CU
use 6/30/xxxx

Degree

MS

School Code

0129

Date Received

06/30/1993

School Name

UNIV PARIS IV SORBONNE

State

75

Country

FRA

Education - 03 - Accomplishment

1000 for foreign university not on the list; 2000 for U.S
University not on the list

Degree

BS

School Code

1000

Date Received

06/30/1989

School Name

Foreign University

Education - 04 - Accomplishment

Degree		School Code	
Date Received		School Name	
State		Country	

Education - 05 - Accomplishment

Degree		School Code	
Date Received		School Name	
State		Country	

Tenure Data

*Tenure Status	3.Non-Tenured But On Track	Tenure Eff Date (Req'd for 1 or 2 Only)	
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1. Tenured: used for faculty who have tenure (need eff date)
2. Tenure of title: used for faculty who have tenure of title (need eff date)
3. Non-tenured but on track: used for full-time faculty who are on tenure track
4. Other non-tenured: used for full-time faculty not on tenure track and all adjunct faculty
5. None: used for officers of research and student officers
6. Not Applicable: used for officers of administration, support staff, casual employees and work study

Complete University Title

Complete University Title	Associate Professor of Physics	Please us complete University title: - Professor of XXX - Lecturer in XXX
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Position Information

*Position Number	10001069	☐ Override Position Data	
Position Title	Associate Professor	Work Location	01
Position Dept No.	404710X	*Admin Dept No.	404710X
Position Dept Name	A&S Physics	Admin Dept Name	A&S Physics
*Full/Part Time	Full-Time	*Job Code	011100
Salary Grade	FAC	Standard Hours	35.000000

If faculty is teaching remotely or places outside of campus.
Override Work location code:
job aid.
If administrative department is different than position department, will be used by
Institutes and Centers

Interdisciplinary Department - 01

Effective Date		Department No.	
		Department Name	

Leave
Blank

Salary Information

Period Salary	105000.000000	Appointment End Date	06/30/2025
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Full Base Salary 210000.000000

Job Compensation - Pay Components

*Salary Type CNTRCT

CNTRCT has an appointment end date

Compensation Rate (Annual or Hourly Rt) 210000.000000

Compensation Frequency

A

Validation of I-9

Completion of I-9 Validation

Affirmative Action

Effective date is the appointment start date

AA Clearance

Full Clearance

Effective Date

01/01/2025

Expiration Date

Attachments

							1-2 of 2	>	>	View All
Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View					
1		Academic Appt St		Upload	View	+	-			
2		Academic Hiring C		Upload	View	+	-			

Always remove the whole line and readd when you need to update the attachments

Comments

Comments

BS, Warsaw College, Poland (1989)
Passed background check email sent 11/2/2024
Affirmative action posnum# 123767 cleared 4/12/2024 Full Clearance

Return to Enter Transaction Details Page

Save and Submit

Save for Later

Quit Without Saving

Print

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Template Based Hire/Rehire

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*Job Eff Date (Hire Date): 01/01/2025



Personal / Job Data

Labor Accounting

Employee Information

Salary Distribution - 1a

Combocode to charge to assign salary charges

Combination Code 100003938

Funding End Date 06/30/2025

Description 50110-UR003343-41500-400000E

Combo Code Department 4047102 A&S Physics

Here we are charging 2 combo codes

Combo Code Amount

Percent of Distribution 75.000000

Salary Distribution - 1b

Combination Code 1000309613

Funding End Date 06/30/2025

Description 50110-UR008266-41500-400000E

Combo Code Department 4001102 A&S Core Programs

Total must be 100%
end dates can be different

Combo Code Amount

Percent of Distribution 25.000000

Salary Distribution Comments

Comments

Additional Compensation - 1a

Earnings Code

Earnings End Date

Description

Combination Code

Pay Period Amount

Description

Combo Code Department

Additional Compensation - 1b

Earnings Code

Earnings End Date

Description

Combination Code

Pay Period Amount

Description

Combo Code Department

Comments - 1

Comments

Additional Compensation - 2aEarnings Code Earnings End Date Description Combination Code Pay Period Amount Description Combo Code Department **Additional Compensation - 2b**Earnings Code Earnings End Date Description Combination Code Pay Period Amount Description Combo Code Department **Comments - 2**

Comments

Additional Compensation - 3aEarnings Code Earnings End Date Description Combination Code Pay Period Amount Description Combo Code Department **Additional Compensation - 3b**Earnings Code Earnings End Date Description Combination Code Pay Period Amount Description Combo Code Department

Comments - 3

Comments

Comments

BS, Warsaw College, Poland (1989)

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Save and Submit

Save for Later

Quit Without Saving

Print

Save and submit but leave at level 1 for our review

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