

Smart HR Transactions

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Template Based Hire/Rehire

Enter/Review the employee information.

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



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

Personal / Job Data

Labor Accounting

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

Employee Information

Social Security No.

Social Security No. 111226666

Primary Name - English

*Name Prefix Dr.

1. Make sure that the prefix is Dr. if they have a PHD
2. Mr and Ms. if they do not have a PHD

*First Name Benjamin

Middle Name

Name needs to match tax forms
including middle initial

*Last Name Franklin

Name Suffix

Preferred Name

Name Prefix

First Name

Middle Name

Last Name

Name Suffix

Home Address (Perm)

*Address Type Home

*Country USA

*Address Line 1 1 Kite St.

Address Line 2

Address Line 3

*City New York

State NY

Postal Code 10065

Home address here must match
the address on the tax forms

Mailing Address (Curr)

Address Type Mailing

*Country USA

Address Line 1

Address Line 2

Address Line 3

City

State

If address outside tri-state area indicate a local
address or indicate in comments commuting or how
person is planning on teaching
on campus

Postal Code

Office Address

*Address Type CU Office

*Country USA

*Addr Line 1 (Rm & Bldg) 702 Pupin

Address Line 2

Addr Line 3 (Mail Code) 5253

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

CU Office Phone

Phone Type CU Office

Telephone

Person Gender

*Gender Male

Birth Information

*Date of Birth 02/22/1932

Person Marital Status

*Marital Status Married

Marital Status Date 07/04/1955

only required if the person is married

Citizenship Status

*US Citizen? N

Visa

Visa Type	H1B	Perm Res Reg No.	
Expiration Date	09/30/2025		

Ethnicity/Race

☐ Hispanic or Latino	☐ American Indian/Alaska Native
☐ Asian	☐ Black or African American
☐ Native Hawaiian/Pacific Islander	☐ White
☒ Not Disclosed	

Person Education Level

*Highest Education Level	J-Doctorate
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Education - 01 - Highest Degree

Degree	PHD	School Code	2926
Date Received	06/30/1957	School Name	UNIV PENNSYLVANIA
State	PA	Country	USA

Education - 02 - Accomplishment

1000 for foreign universities that are not on the list
2000 for US universities that are not on the list

Degree	BA	School Code	0682
Date Received	06/30/1950	School Name	THOMAS A EDISON STATE COL
State	NJ	Country	USA

Education - 03 - Accomplishment

if you have 1000 or 2000, please list the name
of the school in the comment box
For example: BA, University College London, United Kingdom (1950)

Degree		School Code	
Date Received		School Name	
State		Country	

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	5. None	Tenure Eff Date (Req'd for 1 or 2 Only)	
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tenure status will always be 5. None for researchers and student officers

Complete University Title Please use complete university title.

Complete University Title	Research Scientist in the Department of Physics
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All Research titles will have "in the (Departments of; Institute for; Center for)"

Position Information

*Position Number	11000541	☐ Override Position Data	
Position Title	Research Scientist	Work Location	01
Position Dept No.	4047104	*Admin Dept No.	4047104
Position Dept Name	A&S Physics Research	Admin Dept Name	A&S Physics Research
*Full/Part Time	Full-Time	*Job Code	111100
Salary Grade	RES	Standard Hours	35.000000

If faculty is teaching remotely or places outside of campus. Override Work location code:

If administrative department is different than position department, will be used by Institutes and Centers

Interdisciplinary Department - 01 Please leave this area blank

Effective Date		Department No.	
		Department Name	

Salary Information

Period Salary	100000.000000	Appointment End Date	09/30/2025
Full Base Salary	133333.000000		

Period salary annualized

Feel free to use the Annualization and Periodization Calculator to calculate full base salary and compensation rate (both the same)

Job Compensation - Pay Components

*Salary Type	CNTRCT	Compensation Rate (Annual or Hourly Rt)	133333.000000
Compensation Frequency	A		

Annualized salary, this field is the one that generates the money
\$133,333/24 paychecks for 18 paychecks
(1/1 to 9/30 - 9 months - 2 pay cycles - 18)

Validation of I-9

☒ Completion of I-9 Validation
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Affirmative Action

AA Clearance		Do not need AA clearance for PTers and Postdocs.	
Effective Date		Expiration Date	

Attachments

1-2 of 2

View All

Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View		
1		Academic Hiring I		Upload	View	+	-
2		Academic Appt St		Upload	View	+	-

Always remove the whole line and re-add when you need to update your attachments

Comments

Comments

I9 completed 1/13/2025
Affirmative Action clearance #122567 cleared 11/24/2024 full clearance

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Save and Submit

Save for Later

Quit Without Saving

Print

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