



Search in Menu



Worklist

[New Window](#) | [Personalize Page](#)

Student Appointment/Hire

[Go to Bottom of page](#)Name Wilson, Wendy
Action HRUser ID WW234565
Reason code New Hire

Job Effective Date 01/01/2025

Social Security No

Social Security No

Primary Name - English

Name Prefix Ms.

*First Name Wendy

Preferred First Name

Middle Name

Preferred Last Name

*Last Name Wilson

Name Suffix

**Name needs to match tax forms
including middle name and/or initial**

Home Address

Address Type Home

*Country USA

*Address Line 1 45 Main St

Address Line 2 Apt. 1

Address Line 3

*City Mount Kisco

*State NY

*Postal Code 10549

**Please make sure the home address matches
the tax forms. This module populates from SIS
so it will pick up the address the student used
when they registered.**

Mailing Address

Address Type Mailing

Country

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

Office Address

Address Type CU Office

Country USA

Address Line 1 807 International Affairs Building

Address Line 2

Address Line 3 3355

City New York

State NY

Postal Code 10027

**Please note this module requires city, state
and zip code. We DO NOT need it on the
regular TBH module.****Mail code should always be on line 3**



Search in Menu



Worklist

Phone Type Home

Telephone 718/501-8084

Mobile Phone

Phone Type Mobile

Telephone

CU Office Phone

Phone Type CU Office

Telephone 212/853-4446

Person Gender

*Gender Female

Birth Information

*Date of Birth 01/01/2000

Person Marital Status

*Marital Status Single

Marital Status Date

Citizenship Status

*US Citizen? N

Visa

Visa Type F-1

Perm Res Reg No.

Expiration Date 12/19/2025

This module does not have a "Not Disclosed" box. If a student chooses the "Not Disclosed" option on the form, please leave the Ethnicity section blank on transaction

Ethnicity

☐ Hispanic or Latino☒ Asian☐ Native Hawaiian/Pacific Island☐ American Indian/Alaska Native☐ Black or African American☐ White

Person Education Level

*Highest Education Level G-Bachelor's Level Degree

**1000 for foreign universities that are not on the list
3000 for High School**

**if you have 1000 or 3000, please list the name of the school in
the comment box
For example: BA, University College London, United Kingdom
(1950)**

Education 01 - Highest Degree

Degree BS

School Code 2562

Date Received 05/31/2024

School Name NEW YORK UNIVERSITY

State NY

Country USA



Search in Menu



Worklist

Education 02 - Accomplishment

Degree		School Code	
Date Received		School Name	
State		Country	

Position Information

*Position Number	14001372	01	☒ Override Position Data
Position Title	Teaching Assistant II	Work Location	
Position Dept No.	4013103	Admin Dept No.	4106103
Position Dept Name	A&S Political Science Students	Admin Dept Name	A&S ISERP Students
Full/Part Time	Part-Time	Job Code	411100
Salary Grade	STU	Standard Hours	1.00

Compensation Information

*Period Salary	6180.000	*Appointment End Date	05/31/2025
*Full Base Salary	14832.000		
*Salary Type	CNTRCT	*Compensation Rate (Annual or Hourly Rt)	14832.000000
Compensation Frequency	A		

Validation of I-9

☒ Completion of I-9 Validation
--

Salary Distribution - 1a

Combination Code	1000230864	Funding End Date	05/31/2025
Description	50510-UR003451-41502-00000000		
Combo Code Dept	A&S ISERP		
Combo Code Amount		Percent of Distribution	100.000

Salary Distribution - 1b

Combination Code		Funding End Date	
Description			
Combo Code Dept			
Combo Code Amount		Percent of Distribution	

Salary Distribution Comments

Comments	
----------	----------------------

Attachments

--	--

We can use one PDF for the hiring documents. No need to do ASD and AHD

Attachments

1-1 of 1							
Seq No	Attached File	Attachment Type Code	Attachment Date Time	Upload	View		
1		Hiring Documents		Upload	View	+	-

Comments

Comments

I-9 completed on 11/01/2024 by CUHR.
SS# applied for on 12/31/2024.

Student Appt Approval Chain



Save for Later

Approve

Deny

Recycle

Quit without saving

Go to Top of page