

Template Based Hire/Rehire

Enter/Review the employee information.

*Job Eff Date (Hire Date):

07/01/2025



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

If faculty 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.

Personal / Job Data

Labor Accounting

Employee Information

Social Security No.

Social Security No. 111225555

Primary Name - English

Name needs to match tax forms including middle initial

*Name Prefix

Professor

*First Name

Sam

Middle Name

W.

*Last Name

Gamgee

Name Suffix

1. Make sure prefix is Prof for any Professorial title.
 2. Dr. if they have Phd and are a lecturer.
 3. Mr and Ms if no Phd.
- *Note: JD is not a doctorate's degree.

Preferred Name

Name Prefix

First Name

Middle Name

Last Name

Name Suffix

Home Address (Perm)

*Address Type

Home

*Country

USA

*Address Line 1

1 Shire Blvd.

Address Line 2

Address Line 3

*City

Fort Lee

State

NJ

Postal Code

07024

Must mach 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) 202 Schermerhorn

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

Address Line 2

Except for LDEO, leave City, state and zip blank

Addr Line 3 (Mail Code) 5248

City State Postal Code

Check Address

*Check Sequence Code 00901

Address Line 1 A & S Admin c/o Qamar Said

Address Line 2 Low Library - A&S Admin

Address Line 3 MC 4302

Number 00901

Home/Preferred Phone

Phone Type Home

Telephone 2018546110

Mobile Phone

Phone Type Mobile Telephone

CU Office Phone

Phone Type CU Office Telephone

Person Gender

*Gender Male

Birth Information

*Date of Birth 04/01/1970

Person Marital Status

*Marital Status Married Marital Status Date 02/14/1994

date required if married only

Citizenship Status

*US Citizen? N

Visa

obtain date from work
authorization, ex. I20
I797, DS2019 etc.

Visa Type PR

Perm Res Reg No.

A#213-233-456

Expiration Date



No expiration date for a PR

Ethnicity/Race

From Race and
Ethnicity form

☐ Hispanic or Latino☐ Asian☐ Native Hawaiian/Pacific Islander☒ Not Disclosed☐ 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

2093

Date Received

05/31/1999

School Name

Columbia University

State

NY

Country

USA

Education - 02 - Accomplishment

Other than CU
use 6/30/xxxx

Degree

BA

School Code

1000

Date Received

06/30/1994

School Name

Foreign University

State

Country

\$S

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

List school in Comments
(see comments below
for format)

Education - 03 - Accomplishment

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	1. Tenured	Tenure Eff Date (Req'd for 1 or 2 Only)	07/01/2025
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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	Professor of Art History and Archaeology	Please us complete University title: - Professor of XXX - Lecturer in XXX
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Position Information

*Position Number	10000023	<input checked="" type="checkbox"/> Override Position Data	
Position Title	Professor	Work Location	01
Position Dept No.	402010X	*Admin Dept No.	400110X
Position Dept Name	A&S Art History & Archaeology	Admin Dept Name	A&S Core General
*Full/Part Time	Full-Time	*Job Code	010100
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	200000.000000	Appointment End Date	
Full Base Salary	200000.000000		

Job Compensation - Pay Components

*Salary Type	NAANL	NAANL no appointment end date	Compensation Rate (Annual or Hourly Rt)	200000.000000
Compensation Frequency	A			

Validation of I-9


<input checked="" type="checkbox"/> Completion of I-9 Validation
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Affirmative Action

AA Clearance	Full Clearance	Effective Date	07/01/2025	Expiration Date	
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Effective date is the appointment start date

Attachments





|<<

>>|

1-2 of 2

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>|

View All


Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View		
1		Academic Hiring [v		<div>Upload</div>	<div>View</div>	<div>+</div>	<div>-</div>
2		Academic Appt St v		<div>Upload</div>	<div>View</div>	<div>+</div>	<div>-</div>

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

Comments

Comments

I9 completed 5/25/2025
Affirmative action cleared pos num 123456 dated 11/20/2024 full clearance
Passed background check 2/10/2025
BA, University College London, England (1994)



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*Job Eff Date (Hire Date): 07/01/2025 

Personal / Job Data

Labor Accounting

Employee Information

Salary Distribution - 1a

Enter the combo code
to assign salary
chargesCombination Code 1000004016 Funding End Date 

Description 50010-UR003343-25000-4000002

Combo Code Department 4001101 A&S Core General

Combo Code Amount

Percent of Distribution 100.000000

If you are not assigning the full
amount to one combo code, you may
enter a second one at 1b and enter
the percentage of distribution

Salary Distribution - 1b

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

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

I9 completed 5/25/2025
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