

Welcome to the School of International and Public Affairs! Congratulations on joining a growing, diverse, and global organization that is a highly respected intellectual destination for scholars and staff from around the world. The University is pleased to have you as a member of its dynamic community and extends a warm welcome. The University values its employees and provides a variety of resources to support successful onboarding and encourages continued training and career development. The information below should be used as a guide to help you on your first days, weeks, and months of employment.

GETTING STARTED

- SIPA HR will work with you to schedule an onboarding appointment either before or on your start date. The orientation session will cover important HR information including benefits, time and attendance, payroll policies and procedures, and a review of appointment forms.
- On or before your start date, you will need to visit the University's on-campus [Employment Eligibility Center](#) to complete an [I-9 Form](#). You may complete section 1 of the [Form I-9 Online](#). When you log in, the system will display a series of letters and/or numbers and ask you to type them into a display box for security purposes; then hit continue. Please enter all information carefully, and electronically sign the form. Once Section 1 is completed, the list of acceptable documents for Section 2 will be presented to you. Please go **in-person** to the I-9 Center with your original, unexpired documentation within 3 business days of your start date to complete Section 2.
PLEASE NOTE: The full verification must be completed within 3 business days of your start date to satisfy the verification requirement.
- To get started, you will need to activate your University Network ID (UNI) which is the official electronic ID you would use for accessing email and other University systems. Your SIPA HR Manager will create your UNI and you will need to [activate your account](#).
- You will also need to obtain a University ID Card from the ID Center in [210 Kent Hall](#). Anyone obtaining a University ID Card for the first time must show a valid U.S. ID or passport. It allows for authorized access to secure locations. New students, faculty, and staff must upload a photo before they can print the ID Card. <https://ssc.columbia.edu/upload-photo> . **You must activate your UNI before you are able to upload your photo.**
- Consult the [Benefits at Columbia](#) site to review the many benefit options available to you and your family, review the University's benefits plan and make note of any questions that you may have. We provide a quick reference to benefits during orientation, however your specific questions regarding your benefits elections can be answered by a Benefits Specialist at 212.851.7000. During your on boarding meeting, we will also direct you to sign up for Columbia University's New Hire Orientation.
- Once your personnel profile has been established within the University's Central HR Offices (CUHR), you will receive an email prompt to access the [MyColumbia Portal](#). The portal allows access to view your personnel profile including direct deposit set-up, home/business contact changes, as well as access to the CU Benefits Enrollment System.

- Campus Information: **SIPA Building Entrance 420 West 118th Street, NY, NY 10027**
 - Explore our [Campus Maps](#) resources and [take a tour](#).
 - Visit the [Transportation](#) website for information on getting around campus.

FIRST DAY ESSENTIALS	FIRST TWO WEEKS ESSENTIALS
<ul style="list-style-type: none"> □ Head to the I-9 Service Center to complete your Employment Eligibility in Studebaker Building (615 West 131st Street). <i>No appointment required.</i> □ Obtain your Columbia University ID Card from the CU ID Center in 210 Kent Hall. <i>No appointment required.</i> □ Consult CU’s New Hire Checklist to learn about the trainings required for all Columbia employees. □ On or soon after your first day, log into the MyColumbia Portal to review your personnel and contact information and to set up your direct deposit. □ Retrieve the required building keys/card accesses for your work area from your unit supervisor. □ Familiarize yourself with the SIPA organizational structure and your unit’s organizational chart. □ Familiarize yourself with the SIPA IT team. □ Clarify initial assignments with your supervisor. 	<ul style="list-style-type: none"> ☑ Attend a CU New Hire Orientation. ☑ Attend SIPA HR orientation. At this orientation you will receive an employee handbook of important University policies, including Human Resources, Performance Management, Time and Attendance, IT Security, Finance and the Statement of Ethical Conduct. Please come with any questions you may have! ☑ Make your elections in the online Benefits Enrollment System via your MyColumbia Portal upon receipt of your welcome email from CUHR. PLEASE NOTE: Enrollment must be completed within 31 days of your hire date. ☑ Learn department procedures and practices. ☑ Discuss your department’s mission and goals with your supervisor and how your position aligns with those objectives. ☑ Discuss work expectations and performance management with your supervisor.

KEEP IT GOING!

- ☑ Begin the process of identifying your performance goals for the year ahead, with your supervisor.
- ☑ Visit the HR Benefits website to learn about university [Perks and Discounts](#).
- ☑ Additional resources are also available to you through the [Office of Work/Life](#)
- ☑ Columbia staff are also eligible for discounted pricing on our [fitness facilities](#)

If you have any inquiries, please reach out to your SIPA HR:

Lorena Genao, Associate Director of Human Resources, at 212-853-4122 or lg3423@sipa.columbia.edu

Congratulations on your new role at Columbia University School of International and Public Affairs!