

Welcome To Columbia!

- 1) 1. You will be contacted via email with a date and time for NON-DISCRIMINATION POLICIES AND PROCEDURES ON DISCRIMINATION AND HARASSMENT TRAINING. This session will take place in Havemeyer Hall (exact date, time and location to be determined). This session is **MANDATORY**, and you will be required to sign-in before the beginning of the session. If for any reason you are unable to attend, you will be required to attend a make-up session without exception.
- 2) For international scholars only: Go to ISSO (International Students and Scholars Office) and present your travel documents (passport, I-94, DS-2019, or I-20).
Where: 524 Riverside Drive, (adjacent to International House)
Telephone: (212) 854-3587
 - a) If you will be receiving payments through Columbia's payroll department: Go to the Social Security Administration office to apply for a Social Security Number—take all of your travel documents with you. You will need a Social Security Number to be added to Columbia University's payroll system. Please anticipate that it will take at least two weeks to receive your Social Security Number in the mail.
Where: 55 West 125th St
Hours: 9:00am to 4:00pm
 - b) Check to see if you're eligible for Tax Treaty <http://www.columbia.edu/cu/isso/tax/p901.pdf>.
- 3) Go to Chemistry Main Office to
 - a) request a mailbox key.
 - b) have your database information entered into the DIA system. This will generate a UNI (University Network ID), will enable you to obtain a Columbia University ID card (step 4) and set up an email account (step 9).
Where: Havemeyer Hall, Room 344
Hours: 9:00am to 5:00pm
Telephone: (212) 854-2202
- 4) Go to the ID Office with your UNI to get a Columbia ID Card.
Where: Kent Hall, Room 204
Hours: 9:00am to 5:00pm
Telephone: (212) 854-5883
- 5) Go to the Human Resources Processing Center (HRPC) to complete an I-9 Form (this must be completed on the 1st day of employment. Bring proper ID with you, proving your eligibility to work in the USA. A printable version of the I-9 form, instructions and a list of qualifying documents can be found here <http://www.hr.columbia.edu/dat/forms/i-9/pdf-ver.pdf>). Once it's signed and completed, please ask them for a copy for you to bring back to Chemistry for your department file.
Where: Kent Hall, Room 210
Hours: 9:00am to 5:00pm
Telephone: (212) 851-2888
- 6) Post docs only: Go visit Lorrie Lind (Payroll) to sign employment documents and for information on how to enroll in benefits.

Where: Havemeyer Hall, Room 338
Hours: 11:00am to 4:00pm
Telephone: (212) 854-7133

- 7) Staff only: Go visit Deb Carter (Departmental Administrator) to sign employment documents and for information on how to enroll in benefits.

Where: Havemeyer Hall, Room 344
Hours: 10:00am to 4:00pm
Telephone: (212) 854-2204

- 8) Go visit Bill Reynolds in Chemstores for information on how to obtain keys, if applicable.

Where: Chemstores, Chandler Hall, Room 154
Hours: 9:00am-12:00pm & 1:00pm-5:00pm
Telephone: (212) 854-2160

- 9) Set up a Columbia email account. To do this, access <http://uni.columbia.edu/>, click on "Activate a NEW UNI Account," then follow the instructions. After successfully completing all the steps, it still may take up to 4 hours to become fully active.

- 10) Once your email is activated, send an email to chem-ems@columbia.edu to register for Lab Safety Training if you will be working in a lab. Be sure to include your name, UNI and supervisor. Theoretical chemists are NOT required to take Lab Safety Training.

- 11) Post Docs only: You are also encouraged to register for the Office of Postdoctoral Affairs (OPdA) orientation for new postdocs by sending an email to postdocaffairs@columbia.edu.

- 12) Obtain the following from the Coordinator in your research group:

- a) a phone ID to use university telephones
- b) IDs and passwords for the copiers and the fax machine in the Chemistry main office