

Frequently Asked Questions for Academic Personnel

New York State Labor Law Section 195(1)

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Q. What is the New York State Labor Law Section 195(1)?

A. On July 28, 2009, New York State Labor Law 195(1) was amended to require employers to inform all new employees hired on or after October 26, 2009 in writing when they will be paid, how frequently they will be paid, and the rate per pay period at which they will receive their salary. In addition, employers need to obtain the employee's written acknowledgement confirming their receipt of this information. The law is a New York State mandate required of all New York State employers.

Q. To whom does the law apply?

1. It applies to all full-time and part-time faculty, officers of research and officers of the libraries, who receive salary from the University. It also applies to postdoctoral research fellows who receive salary.

2. It does not apply to student officers, postdoctoral research fellows who receive stipends or fellowships, postdoctoral clinical fellows, or to postdoctoral residency fellows.

Q. Can departments send a PDF or FAXED COPY of the signed Notice and Acknowledgement of Wage Rate and Designated Payday WITH THE NOMINATION FORM/PAF to the HRPC?

A. Yes. A copy of the signed form must be submitted to HRPC with the new hire paperwork. IF THE EMPLOYEE FAXES OR PDFS THE FORM, THEY MUST GIVE THE DEPARTMENT THE ORIGINAL SIGNED FORM ON THEIR FIRST DAY OF WORK.

Q. What salary should be used to calculate the semi-monthly rate?

The annual salary should be used to calculate the semi-monthly rate to be entered onto the form. For individuals at CUMC, the total guaranteed salary should be used to calculate the semi-monthly rate.

Q. When should faculty, officers of research, and officers of the libraries receive a new Notice and Acknowledgement of Wage Rate and Designated Payday form to complete?

A. They should receive the *Notice and Acknowledgement of Wage Rate and Designated Payday* to complete only if they transfer to another department and there is a title or salary change that occasions a new offer letter.

Q. If I have already sent out offer letters for faculty, officers of research, and officers of the libraries starting on or after October 26th, 2009, do I need to give them the Notice and Acknowledgement of Wage Rate and Designated Payday Hourly Rate form?

A. Yes. The COVER LETTER AND FORM must be given to these individuals. The original signed form should be retained by the department and a copy should be attached to a PeopleSoft-generated PAF and submitted to HRPC THROUGH YOUR NORMAL CHANNELS as soon as possible. If you submitted the old form, you will not be required to submit the new form.

If you have additional questions you can contact Maritza Gutierrez by phone at 851-0622, or e-mail at bg8@columbia.edu.