



Completing the *New York Record of Employment Form*:

The completed form must be given to any employee who worked in New York state and who is separating from the University, either voluntarily or involuntarily.

Please send or give this form to the employee within five days of their separation. If the employee has already left the University and their UNI email has been deactivated, you must mail this form to their home address.

1. The only fields you need to complete on the form are the:
 - Date Given to Employee field
 - Your Name field (which would be the employee's name)

No other fields should be completed.

2. When the form has been completed and sent or given to the employee, please save the file with the employee's name in the file name, and:
 - Send one copy to Ursula Bollini ub2@columbia.edu
 - Send one copy to Camille Nicholson cnb23@columbia.edu
3. Finally, you must attach a copy of the completed form to the employee's termination documents submitted to HRPC. If the documents submitted to HRPC do not include this form, they will be returned to you to be updated.

For more information about unemployment processing, please see [Columbia's Unemployment Insurance Processing Guide](#).

For questions, please contact Ursula Bollini at ub2@columbia.edu.

Record of Employment

(For Unemployment Insurance purposes only.)

Employer: Complete and give this form to each worker who is permanently, indefinitely, or temporarily laid off; discharged; quits; or has their hours reduced to 30 or less each week.

Date given to employee:

□□/□□/□□□□

NYS Employer Registration No.:

04-51291

Federal Employer Identification No.:

13-5598093

Employer Name: Columbia UniversityPayroll Records are kept at: Experian Employer ServicesStreet: P.O Box 1180

Street: _____

City: Londonderry State: NH Zip: 03050

Optional if needed by employer to locate employee record:

Payroll or Clock No.: _____ Location of employment or code: _____

Employee: Keep this certificate. Have it with you if you apply for Unemployment Insurance (UI) benefits. This certificate shows that your job was insured. It does not necessarily mean you qualify for benefits. The UI Claims Center will make that determination if you apply. Please complete the following:

Your Name: _____ Social Security No.: □□□-□□-□□□□

This may not be used as an identification card.

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How to Apply For New York State Unemployment Insurance

Unemployment Insurance is temporary income for eligible workers who are out of work through no fault of their own. It provides them a weekly benefit while they look for work. If you become unemployed and want to apply for Unemployment Insurance benefits, apply online at www.labor.ny.gov for a quick and convenient way to file your claim or call the Telephone Claim Center toll free at (888) 209-8124.

Have the following information available when you apply:

1. Your Social Security number.
2. A valid New York State driver's license or Non-Driver Photo Identification Card number (if you have either one).
3. Your complete mailing address and ZIP code.
4. A telephone number, including area code, where we can contact you Monday through Friday between 8:00 am and 5:00 pm Eastern Time.
5. Your Alien Registration Number (A#) or USCIS Number, if you are not a United States citizen.
6. Details about your employment for the last 18 months:
 - Employer names, addresses, and phone numbers (including out-of-state employers)
 - NYS Employer Registration Number or Federal Employer Identification Number (FEIN) for each employer. The FEIN can be located on your W-2 form(s).
 - Your total gross earnings (before any deductions) for each employer. You may be asked for pay stubs, W-2 forms, or other payment records.
7. A copy of your Notice to Federal Employee about Unemployment Insurance, Form SF8, if you have employment with the federal government.
8. Form DD-214, member copy 4, if you have military employment. (If member copy 4 is not available, you may use copy 2-3, or 5-8, or DD-215. You can request a DD-214 through the U.S. National Archives and Records Administration website at: <http://www.archives.gov/st-louis/military-personnel/standard-form-180.html>.)
9. A blank personal check so you may enter your bank routing and checking account numbers, if you want direct deposit of your weekly benefits. **The fastest way to receive your benefits is through direct deposit.**

You can file a claim without all of these documents. However, missing information could delay your first payment.