

New

Hire

Workbook



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# Welcome

## WELCOME TO COLUMBIA UNIVERSITY!

We are excited to have you join the University and be part of our thriving institution. As a member of the Columbia community, you can help further the University's mission and create an impact in the world.

Building a successful career at Columbia begins today! There are a number of people, resources, and services available to assist and support you as you acclimate

to this amazing work and learning environment, and attending New Hire Orientation is a great first step.

This workbook serves as a guide to your start as a new employee, but your onboarding experience does not end here. We encourage you to continue exploring and learning and to take advantage of the resources available to you.

You are now part of a truly great institution. Columbia University seeks to innovate continuously and relies on your dedication and commitment to make this happen now and in the future.

As you grow and evolve in your career here, remember that you are part of a growing legacy of excellence.

Let us strive together to meet our mission and advance humanity as a whole.

We wish you a great start to your Columbia career!

### USING THIS GUIDE

The *New Hire Workbook* is a resource to support your first year working at Columbia. It will direct you to various University websites for the most recent information on key University topics. Faculty members should also review the Faculty Handbook available at <https://facultyhandbook.columbia.edu/>.

# Mission

Columbia University is one of the world's most important centers of **research** and at the same time a distinctive and distinguished **learning** environment for undergraduates and graduate students in many scholarly and professional fields. The University recognizes the importance of its location in **New York City** and seeks to link its research and teaching to the vast resources of a great metropolis. It seeks to attract a **diverse** and international faculty, staff, and student body; to support research and **teaching on global issues**; and to create academic relationships with many countries and regions. It expects all areas of the University to **advance knowledge** and learning at the highest level and to convey the products of its efforts to the world.





# University Structure and Governance

Columbia University in the City of New York is an independent, privately supported, nonsectarian institution of higher education. The University's first Charter, the legal instrument under which the University operates, was granted in 1754 by King George II. The current **Charter** was first enacted in 1787 and was last amended in 1810 by the New York State Legislature.

The University **Statutes**, adopted by the Trustees of the University and amended by them as the need arises, enumerate the constituent units of the University, their powers, and their responsibilities.

Overall governance of the University is the responsibility of the **Board of Trustees**. The Trustees appoint the President and other senior administrative officers, authorize the budget, supervise the endowment, direct the management of the University's real estate and other assets, and otherwise oversee the administration and management of the University.





## President Jennifer L. Mnookin

Jennifer L. Mnookin comes to Columbia from the University of Wisconsin-Madison, where she served as its Chancellor, leading more than 50,000 students across 13 schools and colleges with more than 25,000 faculty and staff. Prior to leading UW-Madison, Mnookin served as dean of the UCLA School of Law, where she spent 17 years on the faculty, strengthened the school's scholarly profile, expanded clinical and experiential programs, and led record-breaking fundraising efforts in support of the school's academic mission. Before that, she was a professor at the University of Virginia School of Law and a visiting professor at Harvard Law School. Mnookin received her AB from Harvard University, her JD from Yale Law School, and a PhD in history and social study of science and technology from MIT.

[Learn more about President Mnookin](#) 



# Academics

The University offers an outstanding and comprehensive array of academic programs, including three undergraduate schools, 14 graduate and professional schools, a world-renowned medical center, four affiliated colleges and seminaries, and more than 100 research centers and institutes.

## UNDERGRADUATE SCHOOLS

- Columbia College (CC)
- Fu Foundation School of Engineering and Applied Science (SEAS)
- School of General Studies (GS)

## AFFILIATE INSTITUTIONS

- Barnard College (BC)
- Jewish Theological Seminary (JTS)
- Teachers College (TC)
- Union Theological Seminary (UTS)

## GRADUATE SCHOOLS

- College of Dental Medicine (CDM)
- Columbia Business School (CBS)
- Columbia Climate School
- Columbia Journalism School (CJS)
- Columbia Law School (CLS)
- Graduate School of Architecture, Planning and Preservation (GSAPP)
- Graduate School of Arts and Sciences (GSAS)
- Mailman School of Public Health (MSPH)
- School of International and Public Affairs (SIPA)
- School of Nursing
- School of Professional Studies (SPS)
- School of Social Work (SSW)
- School of the Arts (SOA)
- Vagelos College of Physicians and Surgeons (P&S)

## CAMPUS LOCATIONS IN NEW YORK

- Morningside (MS) – Located at 116th Street and Broadway
- Columbia University Irving Medical Center (CUIMC) – Located at 168th Street and Broadway
- Manhattanville – Located at 125th Street and Broadway
- Lamont-Doherty Earth Institute (LDEO) – Palisades, NY

## ADDITIONAL LOCATIONS

- Nevis Laboratories – Irvington, NY
- Baker Athletics Complex – 533 West 218th Street
- Reid Hall – Paris, France

# Columbia Global

Established in July 2022, Columbia Global brings together major initiatives from across the University to advance knowledge and foster global engagement to address complex global challenges. Through interdisciplinary research, education, collaboration, and directed action, Columbia Global fosters groundbreaking scholarship, facilitates leadership development, advances cutting-edge thinking,

and implements projects designed for social impact.

Columbia Global offers students, faculty, and staff access to important conversations about global topics such as climate change, democracy, and inequality. It also provides financial and other resources for faculty and researchers to conduct research, exploration, and experimentation; and for students

to enjoy leadership and experiential opportunities with a global lens on campus and at our 11 centers around the world.

Ultimately, Columbia Global looks to reimagine and model the role of a 21st-century university in society as not only a nexus for learning and intellectual exploration but also a catalyst for creativity and impact locally, regionally, and globally.

As of July 2023, Columbia Global comprises the Columbia Global Centers, Columbia World Projects, the Committee on Global Thought, and the Institute for Ideas and Imagination. For more information, see [Introducing: Columbia Global](#), or visit us at The Forum on the new Manhattanville campus at the corner of 125th Street and Broadway.

## Our Global Center Network

Columbia has Global Centers in 11 cities around the world. Founded to connect the local with the global and to create opportunities for shared learning and dialogue, the centers are the University's physical and intellectual presence around the world. They support Columbia faculty, students, and alumni to better understand issues; build local partnership networks; deepen global dialogue; and advance knowledge exchange.



# Your Place at Columbia

For more than two and a half centuries, Columbia University has been a part of New York City; and the University's commitment to our community, our city, and our world grows stronger each year. As the newest members of our Columbia community, you are asked to familiarize yourself with the resources, offices, and policies established to ensure the highest standards of excellence and integrity.

Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment. The University also promotes fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Columbia University operates with integrity and in compliance with applicable laws, regulations, and policies. The University expects the highest standards of ethical conduct from the members of its community and is dedicated to upholding its reputation as one of the top academic and research institutions in the world.



# University Compliance Policies and Training

The Office of University Compliance supports the University's fundamental commitment to the highest standards of ethics, education, integrity, lawful conduct, and responsible citizenship by coordinating Columbia's numerous compliance efforts and providing senior leadership with a comprehensive view of the University's compliance activities.

**For more information, please visit**

 <https://compliance.columbia.edu/>

The University Policies Library is a repository for policies administered by the University's central administration.

**You can access the policies at**

 <https://universitypolicies.columbia.edu/>

During your first month, please familiarize yourself with the University policies. In particular, you should review the **Statement of Ethical Conduct** and **Administrative Code of Conduct**. The basic principles of ethical conduct are:

- 1.** Be honest, ethical, and truthful.
- 2.** Obey the law. If you are uncertain about what the law or applicable regulations require, seek assistance from your supervisor.
- 3.** Follow University policies and procedures. Make sure you understand your responsibilities. If you have questions about specific issues, you should ask your supervisor.

## Compliance Training

The University is committed to maintaining a positive work environment and promoting a workplace free from discrimination and harassment. There are a number of training courses that may be assigned to you during your first month of employment, based on your role at the University and your department. Please discuss the specific requirements with your supervisor or human resources (HR) representative.

A few key compliance programs are listed on the following pages.

### RESEARCH COMPLIANCE AND TRAINING

The Office of Research Compliance and Training helps ensure that Columbia faculty, staff, and students are in compliance with the complex web of regulatory requirements that govern research. Please visit <https://research.columbia.edu> for more information.

### INFORMATION TECHNOLOGY SECURITY TRAINING

Columbia University Information Technology (CUIT) offers general security education and structured training for the Columbia University community on topics including internet safety, social engineering, and IT Security best practices for web development, compliance, and education. Please visit <https://cuit.columbia.edu> for more information or call 212-854-1919.

### COMPLIANCE HOTLINE

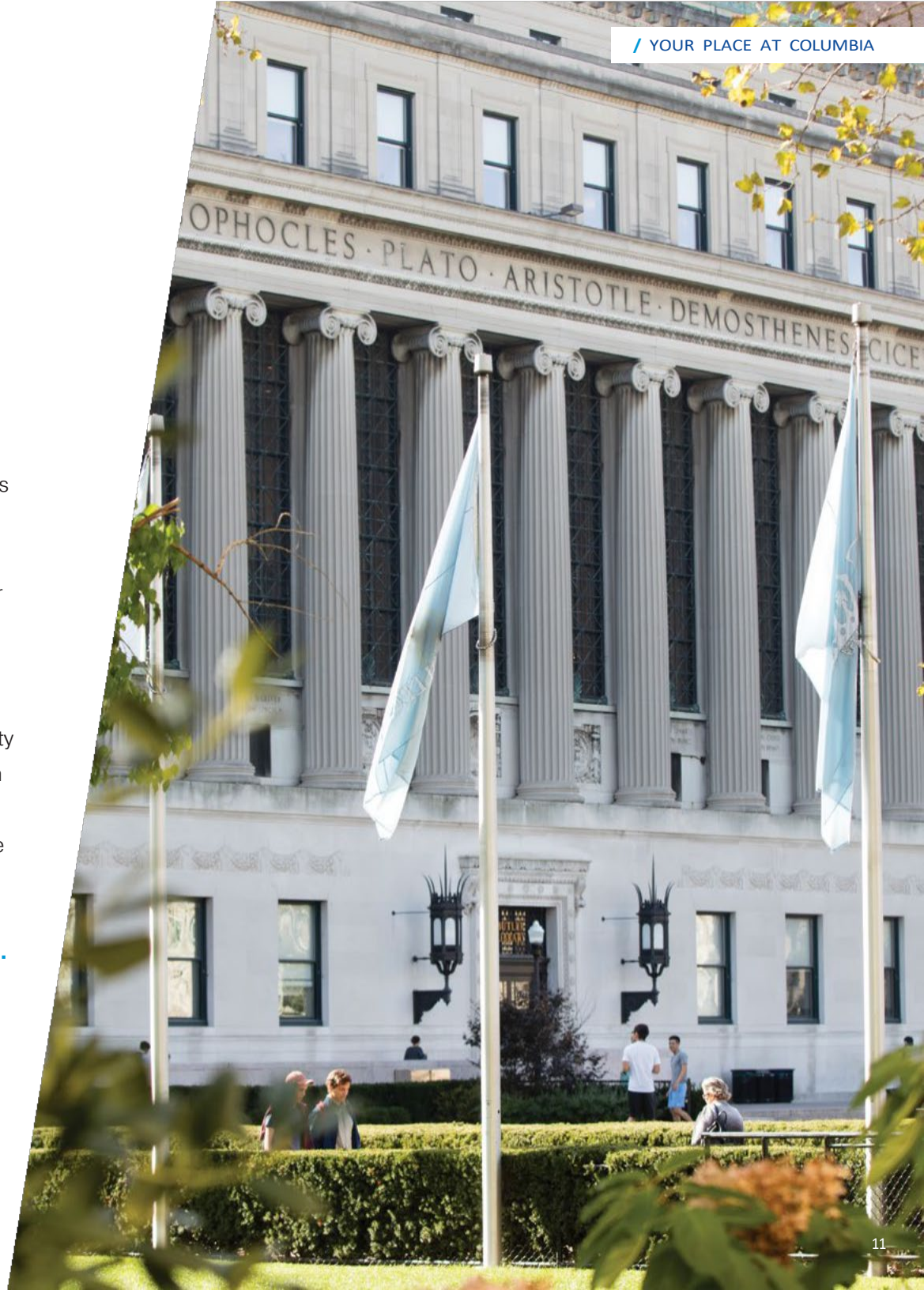
The Hotline serves as a channel to report or seek guidance on possible compliance issues. It is accessible by phone and online with the option to report anonymously. Please visit <https://compliance.columbia.edu/hotline> for more information or call 866-627-3768.

## FINANCE TRAINING

The Finance Division offers a variety of training resources to help anyone at the University with a finance-related position learn about Columbia's financial systems and understand important policies, procedures, and compliance issues. If your position includes any financial oversight, please discuss the need for any required training or system access, as determined by your role, with your supervisor. Please visit <https://finance.columbia.edu> for more information or call 212-854-2122.

## HUMAN RESOURCES TRAINING

Columbia University Human Resources (CUHR) offers a variety of training resources to help anyone at the University with an HR-related position learn about Columbia's HR system and understand important policies, procedures, and compliance issues. If your position includes any HR oversight, please discuss your role, system access, and required training with your supervisor. Please visit <https://humanresources.columbia.edu> for more information or call 212-851-2888.



# Your Work Environment

Columbia University is committed to promoting a culture of safety by providing faculty and staff with a safe teaching, learning, and working environment that fosters an atmosphere of trust and respect. The work we do affects more than our individual lives and the work of our departments; it stretches across the University and beyond its borders—and contributes to the University's impact and success for years to come.

In summer 2024, the University established the **OFFICE OF INSTITUTIONAL EQUITY**. The Office will serve as a centralized resource for addressing all reports of discrimination and discriminatory harassment, including reports that involve alleged violations of Title VI and Title VII and reports that involve alleged violations of Title IX and the University's Gender Based Misconduct Policy, as well as reports that relate to violations of the Protection of Minors Policy. The Office is responsible for reviewing, investigating, and managing all incidents from inception through resolution, whether the Respondent is a

student, a faculty member, a staff member, or an affiliate. Please visit  <https://institutionalequity.columbia.edu/> for more information or call 212-854-5511.

**NON-RETALIATION POLICY.** The University prohibits retaliation against those who report compliance or ethics concerns in good faith. Please visit  <https://compliance.columbia.edu> for more information or call 866-627-3768 to report a concern.

**OMBUDS OFFICE.** The Ombuds Office is an independent, informal, neutral, and confidential resource for members of the University community. The Ombuds Office is staffed with experts in conflict resolution and is a place where members of the University community can seek guidance regarding disputes or concerns at any stage in the resolution process, as a first step or a last resort. The Ombuds officer will listen, offer information about Columbia University policies and resources, and help visitors evaluate a range of options for resolving a concern. Visitors to the Ombuds Office select the course of action, if any. Please visit  <https://ombuds.columbia.edu> for more information, email [ombuds@columbia.edu](mailto:ombuds@columbia.edu), or call 212-854-1234.

## ENVIRONMENTAL HEALTH & SAFETY

Environmental Health & Safety (EH&S) offers a broad range of services and actively develops partnerships with faculty and departmental personnel to ensure a safe work environment and compliance with University policy and applicable regulations. Programs include Personnel Training, Chemical Hygiene, Biological Safety, Environmental Safety, Fire Safety, Occupational Safety, and Waste Management, in compliance with local, state, and federal regulations. Please visit <https://research.columbia.edu/environmental-health-safety-ehs> for more information or call 212-854-8749.

## OFFICE OF SUSTAINABILITY

The Office of Sustainability initiates, coordinates, and helps implement programs to reduce the University's environmental footprint. In support of the University's lasting vision for sustainability, as outlined in the Columbia Sustainability Principles, the Office drives ongoing sustainability strategic planning and reporting efforts, and fosters an increased culture of sustainability by onboarding schools and departments to participate in the Sustainable Columbia Workspace Certification program. Please visit <https://sustainable.columbia.edu> for more information, email [environment@columbia.edu](mailto:environment@columbia.edu), or call 212-854-7046.

# Your Community

The University strives to enrich the quality of life for the Columbia community by maintaining a secure and open environment, where the safety of all is balanced with the rights of individuals. Columbia is committed to helping our local community thrive and has long embraced a philosophy of giving back. Every day, faculty, staff, and students contribute to the economic vitality, richness, diversity, and quality of life in our community.

## COLUMBIA COMMUNITY SERVICE

**Columbia Community Service** (CCS) supports nonprofit organizations through the generosity of donations from faculty, staff, and retirees of Columbia, Barnard, and Teachers College. With funds raised from the Annual Appeal campaign, CCS provides grants to programs in Harlem and Morningside Heights that combat hunger; support the arts; and provide social services and educational enrichment for youth in STEM, arts, and literacy. For 77 years, 100 percent of these donations have been provided directly to our community partners and neighbors in need. In addition, CCS facilitates in-kind contributions, volunteer opportunities, and workshops that connect our University community to grantees. Please visit  <https://communityservice.columbia.edu> for more information or call 212-854-3638.

## PUBLIC SAFETY

The Columbia University Department of Public Safety partners with a number of University offices to help maintain a secure and open work and learning environment. The Department is committed to protecting both persons and property, including University buildings and the surrounding community. Public Safety is responsible for making Columbia University a place that is free of crime, fear, and disorder. Public Safety also manages the University's **Emergency Notification System**. The primary emergency notification method is via text message, though email alerts may be issued as necessary. Faculty, staff, and students are strongly encouraged to register online to receive real-time notifications.

Please visit  <https://publicsafety.columbia.edu> for more information about campus safety and the steps to enroll in the Emergency Notification System, or email **Ps-crimeprevention@columbia.edu**.

Note the Public Safety contact number for each campus location:

### Morningside

Non-Emergency: 212-854-2797

Emergency: 212-854-555

### Manhattanville

Non-Emergency: 212-853-3301

Emergency: 212-853-3333

### Columbia University Irving Medical Center (CUIMC)

Non-Emergency: 212-305-8100

Emergency: 212-305-7979

## COMMUNITY BENEFITS AGREEMENT

The Office of Government & Community Affairs (GCA) is Columbia University's primary liaison with federal, state, and local government, as well as with residents, community leaders, and civic organizations in our surrounding neighborhoods. The office has special responsibilities with regard to development of the University's Manhattanville campus and the associated **West Harlem Community Benefits Agreement**. GCA also manages Columbia Community Service (CCS), a program through which faculty and staff contribute to local nonprofit organizations; the A'Lelia Bundles Community Scholars program, which gives local residents access to campus resources while they work on a project or skill that relates to or benefits their community; and the Community Advisory Council, which works with local residents and organizations to support and expand community partnerships. Please visit

 <https://gca.columbia.edu> for more information about the Community Benefits Agreement or call 212-854-5915.

## COLUMBIA EMPLOYMENT INFORMATION CENTER

The Employment Information Center offers job search assistance, referrals to community resources, and job readiness workshops free of charge to all visitors. The Center is an access point to apply for open positions at Columbia University. Please visit  <https://community-jobs.columbia.edu> for more information or call the 24-hour hotline at 212-851-1551.

## CAREER EXPO

Each year, Columbia hosts career expos to connect the local community with representatives from across the University and staffing, security, and construction management firms. Job seekers can explore potential job opportunities, network, attend job preparedness training, and learn resume writing best practices.

## MANHATTANVILLE

The Jerome L. Greene Science Center was conceived as a place for human connection, intellectual excellence, and pioneering research that cuts across traditional academic boundaries. Home to Columbia's Mortimer B. Zuckerman Mind Brain Behavior Institute, it is a thriving hub that brings together faculty and students from across Columbia University, scholars from around the world, and members of the local community.

Architect Renzo Piano planned the Greene Science Center's ground floor to ensure that the "ritual of learning, teaching, exploring and the ritual of everyday life come together." With lively retail and restaurant options serving both the campus and local community, the building's ground floor corridor is the site of public events and interactive installations that engage both the campus and local community in the wonders of brain science and mysteries of the mind. It also houses a community wellness center providing blood pressure and cholesterol screenings and raising awareness about stroke prevention and mental health. An education lab hosts a variety of programs that give students from the West Harlem community and Upper Manhattan hands-on experience in science, including a one-of-a-kind immersive laboratory apprenticeship for high school students.

## SUPPORTING MINORITY-, WOMEN-, AND LOCALLY-OWNED BUSINESSES

Columbia University has a long-standing commitment to working with minority-, women-, and locally-owned (MWL) businesses. Whether by establishing purchasing relationships with vendors, entering into consulting agreements for services, or contracting for construction, renovation, and repair services, Columbia is committed to enhancing the overall engagement of the MWL community in the construction opportunities presented by the University.

## COLUMBIA TRANSPORTATION

Intercampus shuttles are available for faculty, staff, and students when traveling from campus to campus—Morningside, Lamont-Doherty, Manhattanville, and the Medical Center. Schedule times and routes change based on the academic year. Columbia University encourages a bike-friendly campus and offers bike share program options. Please visit 

<https://transportation.columbia.edu> for more information or call 212-854-3382.

## ACCESSIBILITY

Columbia University is committed to fostering a campus that is accessible to people with disabilities. It conducts an ongoing program to remove physical barriers and makes significant accessibility improvements yearly.

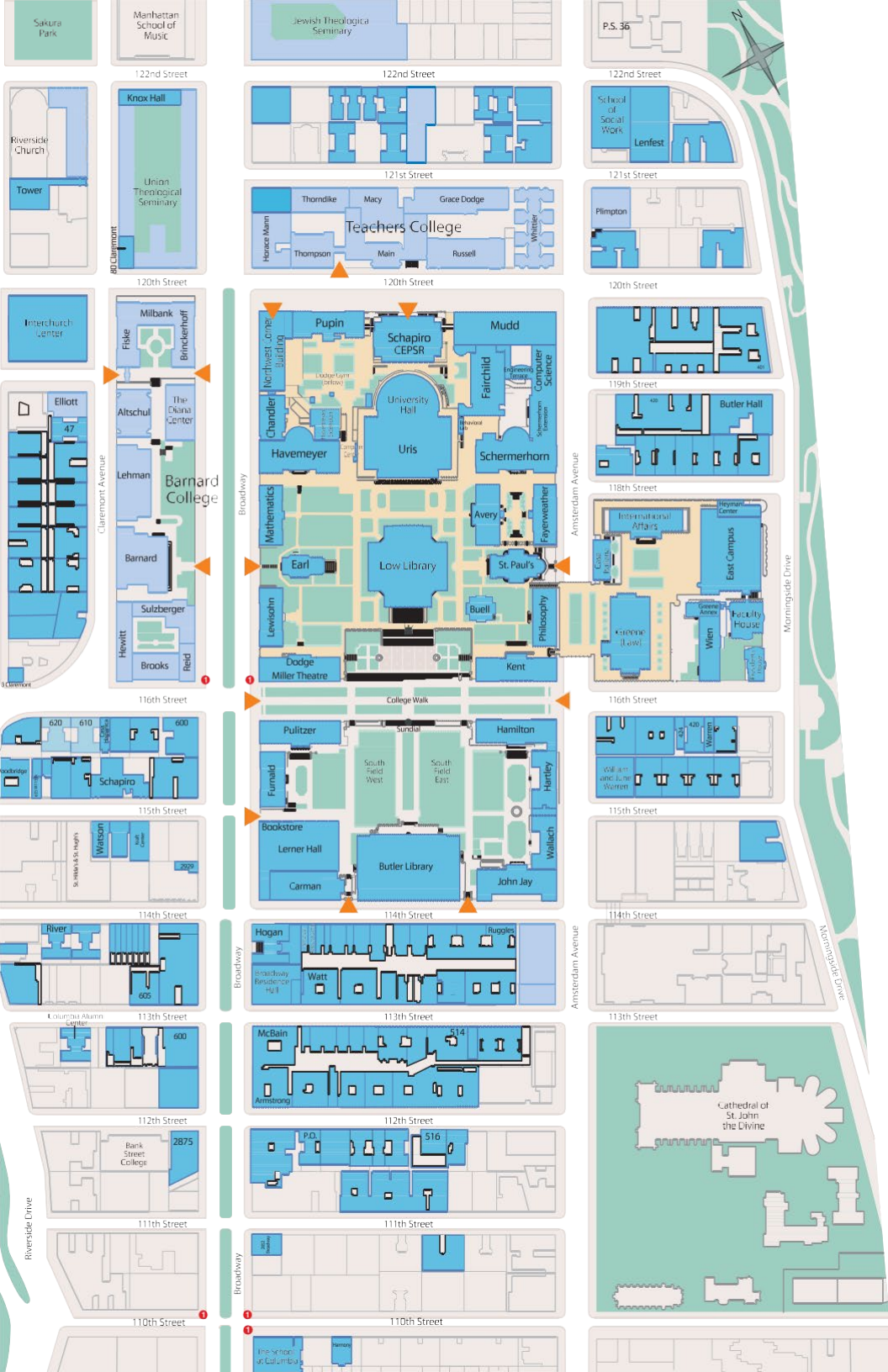
## CAMPUS TOURS

The Visitors Center offers historical tours, campus maps, directions, and other services. Take a guided or self-guided tour of Morningside campus. Guided tours require advance registration, and a current Columbia ID is required to enter all buildings except for Low Library.

No time for an in-person tour? Take a virtual tour of Morningside campus from your computer or mobile device. Please visit  <https://visit.columbia.edu> for more information, email [visitorscenter@columbia.edu](mailto:visitorscenter@columbia.edu), or call 212-854-4900.

## DIRECTIONS AND MAPS

 <https://visit.columbia.edu/content/maps-and-directions-update>



# Acronyms and Key Dates

As you familiarize yourself with the University's culture, processes, and resources, the following list defines common acronyms and abbreviations used across Columbia University.

**AP:** Accounts Payable

**ARC:** Accounting and Reporting at Columbia  
(Columbia's primary financial system)

**CU:** Columbia University

**CUBES:** CU Benefits Enrollment System

**CUHR:** Columbia University Human  
Resources

**CUIMC:** Columbia University Irving  
Medical Center

**CUIT:** Columbia  
University Information  
Technology

**DA:** Departmental Administrator

**ESS:** Employee Self-Service  
(a set of pages in People @ Columbia (PAC)  
that allows employees to view and edit their  
personal data)

**HIPAA:** Health Insurance Portability and  
Accountability Act of 1996

**LDEO:** Lamont-Doherty Earth Observatory

**MFA:** Multifactor Authentication

**MS:** Morningside

**MSS:** Manager Self-Service  
(set of pages in PAC that allows managers  
to view job and personal data for the  
employees in their departments)

**NYPH:** NewYork-Presbyterian Hospital  
(Columbia affiliate)

**OGC:** Office of the General Counsel

**PAC:** People @Columbia  
(Columbia's Human Resources system)

**P-Card:** University Purchasing Card

**UNI:** University Network Identification



# Fiscal Year Dates

The fiscal year is the accounting and budgeting period for the University. Columbia's fiscal year calendar begins on July 1 and ends on June 30 of the following year.

## Holidays

The University observes the following holidays, except where noted:

### FEDERAL HOLIDAYS

New Year's Day; Martin Luther King, Jr.'s Birthday; Memorial Day; Juneteenth; Independence Day; Labor Day; Election Day; Thanksgiving Day; Christmas Day

### UNIVERSITY HOLIDAYS

The Friday following Thanksgiving; two days selected by the University during the Christmas/New Year season

### ACADEMIC CALENDAR



<https://www.registrar.columbia.edu/event/academic-calendar>

### UNIVERSITY HOLIDAY CALENDAR



<https://humanresources.columbia.edu/holidays>



# Onboarding for Success

## Getting Started as a New Employee

Maximizing your first 90 days is essential to a successful start to your career at Columbia. It is also important to check in with your manager to ensure you understand your responsibilities and determine any applicable learning, networking, and resources to help you meet the expectations of your role. The checklist that follows is a sample that provides guidance and critical tasks for faculty, staff, and managers over the next year.

Recognizing that schools and departments may have their own checklists, we ask that you please make your own determination about the best one to use. Partner with your manager to further tailor this information to your job role. The Reflection prompts may also help you to think “big picture” as you reach key milestones during your first year.

## First Week

### General Tasks for All

- ☐ Complete all New Hire paperwork
- ☐ Set up and activate UNI
- ☐ Obtain my CUID card
- ☐ Set up my computer and phone/voice mail
- ☐ Check in with manager and/or departmental administrator for systems access
- ☐ Schedule time to meet with manager and staff (if applicable)
- ☐ Review team and role-specific performance metrics and reports
- ☐ Get the lay of the land (campus, where to eat, etc.)

### Faculty and Staff

- ☐ What is my role as well as the roles of the other members of my team?
- ☐ What projects and tasks am I responsible for?
- ☐ What immediate resources do I need? Including:
  - Building access
  - Systems access, phone, and computing
  - Colleagues, vendors
  - Organizational chart
  - Policies and procedures
  - Review of job description with manager

### Managers

- ☐ What guidance and tools are provided in the HR Manager Toolkit (posted on the Human Resources website)?
- ☐ What are the key responsibilities of each member of my team?
- ☐ What performance measures were previously established for my team and individual staff?

What I'm most excited about in starting my career at Columbia is ...

### Reflections ...

## 30 Days

### General Tasks for All

- ☐ Attend New Hire Orientation
- ☐ Elect benefits (within 31 days)
- ☐ Explore employee perks and discounts
- ☐ Access the My.Columbia portal to register for direct deposit and review personal and tax information
- ☐ Complete required compliance and systems access training
- ☐ Check in with my manager on my performance progress
- ☐ Schedule time to meet with new colleagues
- ☐ Connect with a colleague to learn more about the team, navigating the campus, and University culture

### Faculty and Staff

- ☐ What are the goals of my department? Are there specific measurements of which I should be aware?
- ☐ If I am an Officer of Administration or Non-Union Support Staff, what is the annual performance review process?
- ☐ If I am a member of the University's Support Staff, what tasks should I complete to have a successful probationary period?
- ☐ What key policies are described in my Union's Collective Bargaining Agreement (if applicable)?
- ☐ How often should I check in with my manager?

### Managers

- ☐ What are the financial, budgetary, or operational considerations expected in my role?
- ☐ What is my team's standing, including strengths and areas of development?
- ☐ How will I check in and communicate progress with my staff?

As I learn more about the University, I am pleasantly surprised to learn ...

### Reflections ...

## 60 Days

### General Tasks for All

- ☐ Review department and role-specific policies and processes
- ☐ Review my performance goals to ensure tasks and resources have not changed
- ☐ If an Officer of Administration or Non-Union Support Staff, establish formal performance goals

### Faculty and Staff

- ☐ What are the projects in which I can take the lead?
- ☐ Where am I running into obstacles?

### Managers

- ☐ What is the preferred style of communication (when working with my team)?
- ☐ Have I scheduled regular one-on-ones with all of my staff?
- ☐ What developmental resources are available for my team?

As I consider my work experience and strengths, I'm most excited to help my team ...

### Reflections ...

## 90 Days

### General Tasks for All

- ☐ Connect with my manager to review my performance progress
- ☐ Conduct a self and/or team assessment to identify strengths, skills to further develop, and new opportunities

### Faculty and Staff

- ☐ Do I have the essential resources I need to be successful in my role?
- ☐ What are three skills I can bring to this team?
- ☐ What is one skill or experience I can learn from this team?

### Managers

- ☐ Of the challenges facing my team, what are the “quick fixes” and what requires more time?
- ☐ How will I measure my progress and impact as a manager?
- ☐ How can I ensure that my staff has the time, resources, and information required to work successfully?

As I familiarize myself with challenges my team faces, my biggest “aha” moment has been ...

### Reflections ...

## Six Months

### General Tasks for All

- ☐ Connect with my manager to review performance progress
- ☐ Receive and/or request feedback and coaching from my manager, as needed
- ☐ Assess skills and identify professional development offerings

### Faculty and Staff

- ☐ Am I working in alignment with the goals of my manager, my school/department, and the University?
- ☐ Do I feel confident and engaged in my new role as I continue to develop?
- ☐ Do I have enough learning opportunities and exposure to a variety of departmental and/or school-based initiatives?

### Managers

- ☐ Am I providing timely, ongoing, and actionable feedback and coaching?
- ☐ Are the coaching and feedback tailored to the needs of my staff?
- ☐ Have I been giving assignments that are challenging, yet doable?

An idea I will share regarding  
process or service improvements  
is ...

### Reflections ...

## One Year

### General Tasks for All

- ☐ Prepare for an annual performance review (based on my role)
- ☐ Receive and/or request feedback and coaching from my manager, as needed
- ☐ Reflect on my progress and achievements over the past year
- ☐ Plan for further professional development in the coming year

### Faculty and Staff

- ☐ How can I further utilize my knowledge, skills, and abilities?
- ☐ What are my areas of growth and development?

### Managers

- ☐ Have I celebrated my team's successes and acknowledged their contributions?
- ☐ Have I started thinking about the year ahead and what the vision of success looks like for the team?

To prepare for my next year, I will  
learn more about ...

### Reflections ...

# Benefits

## BENEFITS ENROLLMENT

To receive benefits for the remainder of the calendar year, **you must make your benefits elections online within 31 days of your date of hire.**

You will receive an email from [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu) once your new hire paperwork has been processed, with a link to enroll in your benefits after you are active in the CU Benefits Enrollment System (CUBES).

CU Benefits provides information throughout the year regarding benefits news and important dates and deadlines.

Please visit <https://humanresources.columbia.edu/benefits> for more information, or contact the Columbia Benefits Service Center via email at [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu) or via phone at 212-851-7000.



**Caring for You and Your Family's Health and Well-Being**

**Medical Coverage**

(Includes Basic Vision Coverage)  
Choice of medical plans with both in- and out-of-network coverage and no-cost preventive care. Cover eligible dependents, such as children up to age 26 and your spouse, under your plan. All plans include prescription drug coverage.

**Dental Plans**

National plans that offer preventive care through major restorative services, including orthodontia. Access to the Columbia Preferred Dental Network for enhanced benefit and the Aetna Dental Maintenance Organization Network.

**Optional Vision Coverage**

Employees and dependents can enroll in Optional Vision coverage, which replaces the basic vision coverage. In- and out-of-network routine exams are covered. The plan also includes an annual allowance for lenses, contact lenses, frames, and a laser vision discount. Enrollment in a medical plan is not required to purchase this coverage.

**Tax Savings Accounts**

Set aside pre-tax dollars for healthcare expenses in a Flexible Healthcare Spending Account or Health Savings Account. Access pre-tax transit and parking accounts. Opportunity to set aside additional pre-tax dollars in a Dependent Care Flexible Spending Account, for dependent care expenses. Some Columbia University employees may also be eligible for a University contribution to their Dependent Care Flexible Spending Account.

**Investing in a Secure Future**

**Voluntary Retirement Savings Program**

The VRSP is a defined contribution 403(b) plan where you contribute toward your retirement savings through convenient payroll deductions. This program is designed to provide retirement income that will add to your other savings and investments, including Social Security benefits.

**Officers Retirement Plan**

The University Retirement Plan is a defined contribution 403(b) plan where the University makes contributions on your behalf, either without, or in conjunction with, your contributions to the VRSP.

**Disability Coverage**

Salary Continuation Plan, for eligible employees, and Long-Term Disability (LTD) Insurance plans, designed to replace all or some of your income should you become ill or injured and cannot work. Automatic participation in Salary Continuation and Basic LTD at no cost to you. Access to higher levels of coverage under the Optional LTD Plan.

**Life Insurance Program**

Basic Term Life Insurance provided automatically, at 1x your annual salary to a maximum of \$50,000, at no cost to you. Opportunity to elect additional amounts of coverage for your dependents at reduced group plan rates. Employees can also enroll in Accidental Death and Dismemberment Insurance.

**Voluntary Benefits**

Fills in gaps in insurance with special rates and options; employees can enroll in Home, Auto, Pet, Identity Theft Protection, Long-Term Care, and Hospital Indemnity Insurance, Critical Illness Insurance, and Accident Insurance.

**Furthering Your & Your Family's Education**

**Tuition Programs**

Tuition programs are available to support your and your family's education. Programs include Tuition Exemption, Reduced Employee Rate, Student Debt Solutions, Primary Tuition Scholarship, Primary Tuition Scholarship for The School at Columbia University, College Tuition Scholarship, and access to College Coach. Please visit  <https://humanresources.columbia.edu/tuition> for information on eligibility requirements and how to access tuition benefits.

\*Employees are eligible for benefits based on their employment status and may not be eligible for all benefits described in this section. Support Staff should refer to their Collective Bargaining Agreement. Please visit  <https://humanresources.columbia.edu/benefits>.

# Learning & Development

Professional development is essential to growing your career at Columbia. In your first few months at Columbia, you will complete compliance and systems training required for your department and/or position. As you acclimate to your new role, you and your manager will work together to identify work performance strengths and potential development areas. You can further build your skills and competencies through a number of available University resources.

The Learning & Development team, a part of Human Resources, offers in-person and virtual workshops and access to online learning programs for your school, department, and team.

Program topics include:



Team Building



Culture



Communication



Performance Management



Strategic Planning



Time Management



Personality Assessments



Leadership and Management Development

Please visit 

[https://humanresources.columbia.edu/ learning-development](https://humanresources.columbia.edu/learning-development) for more information.

# Technology Resources

## University Network ID

The **University Network ID (UNI)** is a unique identifier assigned to each University faculty member, staff member, or student, consisting of your initials and arbitrary numbers. Your UNI is used to provide access to Columbia University's online systems and services. For details on how to manage your UNI or change your UNI password, please visit 

<https://cuit.columbia.edu> or call 212-854-1919.

## Columbia University ID Card

The Columbia University ID (CUID) card gives faculty and staff access to secure University locations, including all academic buildings, the fitness center, University libraries, and some residence halls. The CUID card also enables you to take advantage of available discount programs.

New Columbia faculty and staff may upload a photo via the online submission tool. You must have an active UNI to use the online tool. All faculty and staff can pick up ID cards from the ID Center at 204 Kent Hall or at the Manhattanville Public Safety office (3270 Broadway) during normal business hours. New faculty and staff who have UNIs may visit the ID Center as early as their first day of work.

Please visit  <https://ssc.columbia.edu> for more information, call 212-854-4400, or email [idcard@columbia.edu](mailto:idcard@columbia.edu).



# My.Columbia Portal

The **My.Columbia portal** provides faculty and staff access to view—and in some cases update—personal information ranging from home address and marriage date to title and salary. If any of your personal contact information changes (for example, home address, or phone and fax numbers), you may update it yourself by signing in to the My.Columbia portal at  <https://my.columbia.edu>. On the “Faculty and Staff” tab, below Self-Service, select the option “View or Update Your Personal Information.” To update information not available on My.Columbia, including name changes, speak with your supervisor or DA.

## DUO

Duo is an identity verification security feature that all Columbia University faculty and staff must use each time they log in to the My.Columbia portal and People @Columbia (PAC). When combined with your UNI and password, it provides multifactor authentication (MFA) for added security. Users can access Duo via a mobile app (Duo Mobile), a text message, or a phone call to retrieve an authentication code. You may be prompted to provide verification each time you log in to an MFA-protected application. Please visit  <https://cuit.columbia.edu/mfa> for more information

# Direct Deposit

Faculty and staff are encouraged to sign up for the free direct deposit program. Funds are automatically deposited to your bank account(s) each payday. Once you have access to the My.Columbia portal, you can log in and enroll. Detailed instructions can be found at  <https://humanresources.columbia.edu>.

# Viewing Your Paycheck

To view your paycheck, log in to  <https://my.columbia.edu> and select “View Your Paycheck.” Your year-to-date pay statement balance is reflected in each paycheck. Please confirm your pay frequency with your manager. The payroll calendar is available at  <https://humanresources.columbia.edu>.

# Business and/or Travel Expenses

Columbia University faculty and staff may incur business and/or travel expenses on behalf of the University or in support of sponsored research activities. The University reimburses legitimate expenses that conform to federal and state law and the restrictions placed upon sponsored projects. In order to provide this reimbursement, the University requires faculty and staff to complete and submit an approved Concur Travel and Expense report that documents the business purpose of the expenses incurred. Please visit  <https://finance.columbia.edu> for more information.

# Computing/Email

Columbia University Information Technology (CUIT) provides email service to the Columbia University community of faculty, staff, and students. The service includes automatic backups of mail stored on its servers, support for secure protocols for sending and retrieving mail, and extensive spam-filtering.

If you have any issues related to your email or require additional help, please contact the CUIT Service Desk at 212-854-1919.

Please visit  <https://cuit.columbia.edu> for more information on your University email or speak to your manager.

# Help Desks

The University has a number of help desks to ensure you reach experts that can help you resolve questions and provide the services you need to do your best work.

| Help Desk                             | Services                                                                                                                         | Contact Information                                                                                                                                                                               |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Human Resources Service Center</b> | Payroll; employment verification, policies, and procedures; HR manager transaction support                                       |  <a href="https://humanresources.columbia.edu/hrs">https://humanresources.columbia.edu/hrs</a> or 212-851-2888 |
| <b>Benefits Service Center</b>        | All benefits-related questions                                                                                                   | <a href="mailto:hrbenefits@columbia.edu">hrbenefits@columbia.edu</a> or 212-851-7000                                                                                                              |
| <b>CUIT</b>                           | Email, computing, UNI support                                                                                                    | <a href="mailto:askcuit@columbia.edu">askcuit@columbia.edu</a> or 212-854-1919                                                                                                                    |
| <b>Finance Service Center</b>         | Inquiries and service requests related to financial systems, operations, policies, and procedures                                |  <a href="https://finance.columbia.edu">https://finance.columbia.edu</a> or 212-854-2122                     |
| <b>Facilities &amp; Operations</b>    | Services to support construction and renovations, repairs, painting, locksmith services, event cleanup, and building maintenance |  <a href="https://facilities.columbia.edu">https://facilities.columbia.edu</a> or 212-854-2222               |

# Personal Resources

## Libraries

Columbia University Libraries is one of the top five academic research libraries in North America. There are more than 20 libraries across the University. Collections include 13 million volumes and more than 160,000 journals and serials, as well as extensive electronic resources, manuscripts, rare books, microforms, maps, and graphic and audiovisual materials.

Please visit  <https://library.columbia.edu> for more information on eligibility for library services or for a list of all locations, or call 212-854-7309.



## Discounts/Perks

Columbia University faculty and staff may take advantage of special pricing on a range of goods and services. In most cases, you only need to present your University ID. Below are some of the types of discounts the University offers. For more information, please visit <https://humanresources.columbia.edu/discounts>.

 Family entertainment (e.g., Broadway shows, Six Flags)

 Travel (e.g., car rental and hotel discounts)

 Health and wellness (e.g., gym discounts)

 Phone/TV

 Retail shopping

 Computer hardware and software

## Office of Work/Life

The Office of Work/Life supports the well-being of Columbia University's diverse community of faculty, staff, and students in their pursuit of meaningful and productive academic, personal, and work lives. Programs and services include adult/elder care, back-up care (pending eligibility), breastfeeding support, faculty spouse/partner dual career search, housing and relocation, childcare, schooling, and wellness. For more information, please visit <https://worklife.columbia.edu>, call 212-854-8019, or email [worklife@columbia.edu](mailto:worklife@columbia.edu).

# Employee Assistance Program

The Employee Assistance Program (EAP) is a network of services to help you and your household cope with issues that you experience in everyday life. The EAP, provided by TELUS Health, offers 24/7 confidential counseling and referral services, adult/elder care research and referral services, life coaching, tools to help you be successful in the workplace, and other convenience services (e.g., help making travel arrangements or finding movers, or pet care). You do not have to be covered by a Columbia University medical plan to take advantage of the EAP. Please visit <https://columbiauniversity.lifeworks.com> (username: **Columbia**; password: **eap**) or call 844-636-1260 for more information.

## Health Advocate

Free health advocacy services can help faculty and staff—and their spouses, dependent children, parents, and parents-in-law—resolve healthcare issues and health insurance challenges. A health advocate is available online or via phone 24/7 to help you understand your healthcare benefits and biometric tests, walk you through test results and possible medical decisions, and provide wellness and fitness coaching. Eligible faculty and staff may use the service for a variety of questions, support, advice, and coordination. Please visit <https://humanresources.columbia.edu/health-advocate> or call 866-799-2725 for more information.





## Dodge Fitness Center

Columbia has a proud history of athletic accomplishment. As an original member of the Ivy League, Columbia offers 31 NCAA Division I varsity sports, along with many other club and intramural sports. Faculty and staff can purchase an annual membership to the fitness center and discounted tickets to sporting events. Please visit <https://perec.columbia.edu> for more information on Dodge Fitness Center membership. Visit <https://gocolumbialions.com> to learn more about discounted tickets or call 888-LIONS-11.

- Dodge Fitness Center is conveniently located on the Morningside campus.
- It is exclusively for the Columbia community—employees, students, and alumni can all become members. Family memberships are available.
- To accommodate any busy schedule, Dodge Fitness Center is open 114 hours a week during the academic year.
- In addition to a pool and wireless internet, facility features include:
  - Cardio equipment
  - Weight training
  - Fitness classes
  - Squash courts
  - Basketball courts
  - Personal training
  - Indoor running track
  - Fitness classes

