Student officer hire and rehire templates in PAC follow the workflows below.

CUIMC Campus

- The templates will move from Department (Level 1) to Campus, Controller's Office (Level 3) approval, and then to the HRPC

  o No Faculty Affairs (Level 2) approval required

Morningside/Manhattanville/LDEO Campuses

- The templates will move from Department (Level 1) to School (Level 2) approval and then to the HRPC

  o No Graduate School of Arts and Sciences (GSAS) approval for appointments in Arts & Sciences required

  o No Provost Office, Academic Appointments (Level 3) approval required
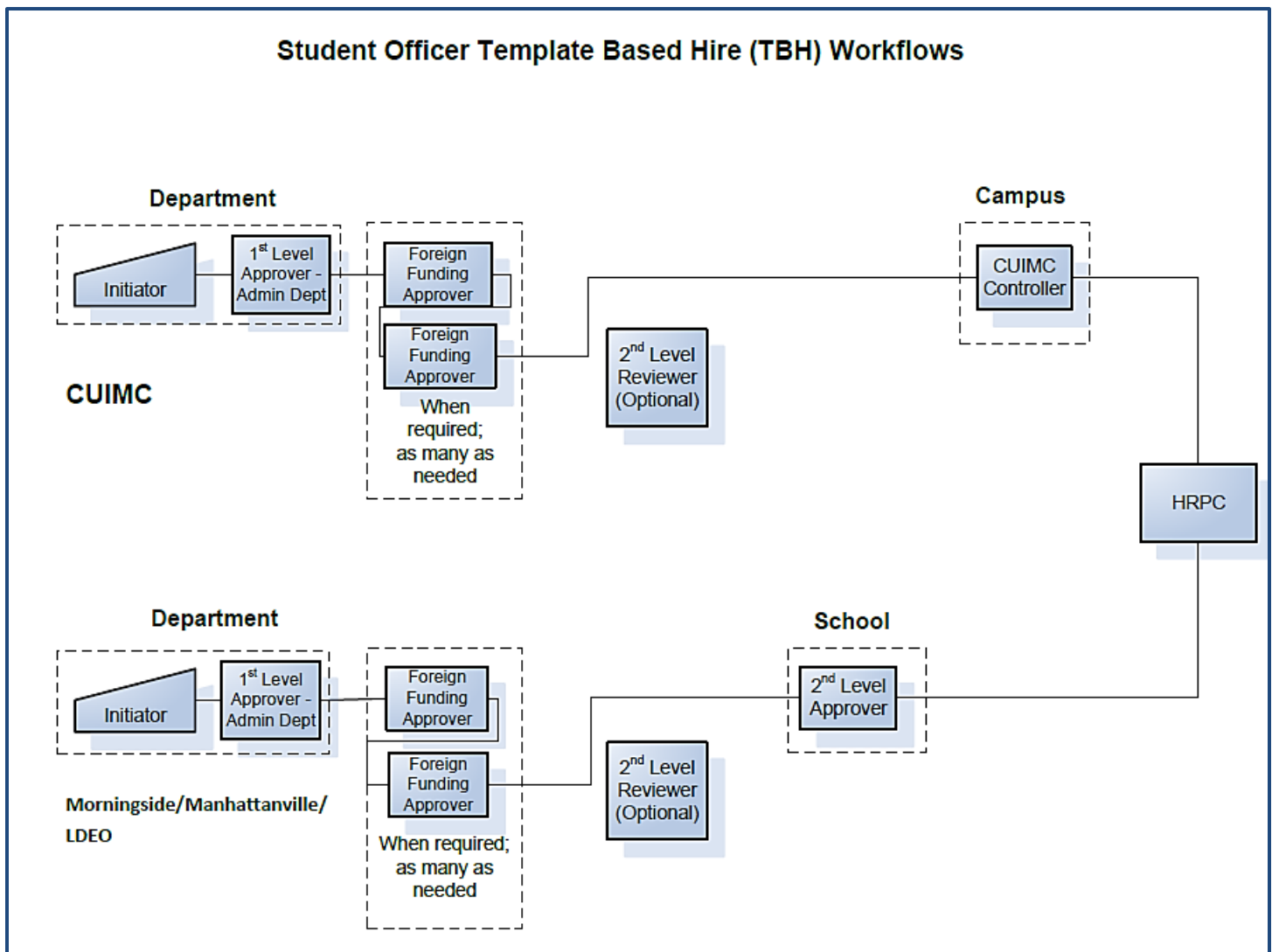
Getting Help
If you have any questions, please contact the HR Service Center where you can log an incident or request a service or contact them at 212-851-2888.