

## Work Location Codes Job Aid

The work location code indicates where an employee is working. For individuals who have a hybrid schedule and are regularly expected to be in the office one or more days each week, the work location should reflect their campus location. Employees who are expected to be on campus less than a day per week should be considered remote, and their work location should reflect where they are actually working.

| Work Location Codes and their Description |                                   |                 |                                                           |
|-------------------------------------------|-----------------------------------|-----------------|-----------------------------------------------------------|
| Location Code                             | Description                       | Location Code   | Description                                               |
| 01                                        | Morningside                       | 23              | Valley Hospital, NJ                                       |
| 02                                        | Columbia Univ Medical Center      | 24              | Nyack Hospital, Rockland NY                               |
| 03                                        | Harlem Hospital Center, NY        | 25              | St. Vincent's Medical Ctr (CT)                            |
| 04                                        | Lamont-Doherty Earth Observatory  | 26              | Stamford Hospital, CT                                     |
| 05                                        | Nevis                             | 27              | Maritime - At Sea                                         |
| 06                                        | Manhattanville Campus             | 28              | Non-Registered States                                     |
| 07                                        | Other NYC Locations               | 29              | Holy Name Hospital, NJ                                    |
| 08                                        | Other NY State Locations          | 30              | Manhattan Eye, Ear & Throat Hospital                      |
| 09                                        | GE Building                       | 31              | Palisades Hospital, NJ                                    |
| 10                                        | M.I. Bassett Hospital, NY         | 32              | St. Francis Hospital, NJ                                  |
| 11                                        | Helen Hayes Hospital, NY          | 38              | Other Registered States* <i>see included states below</i> |
| 14                                        | St. Luke's-Roosevelt Hospital, NY | 96 <sup>1</sup> | COVID International New Hires                             |
| 19                                        | Washington, D. C.                 | 97 <sup>1</sup> | COVID International Rehires                               |
| 20                                        | White Plains Hospital, NY         | 98              | POI - Global Center Directors                             |
| 21                                        | Lawrence Hospital, Bronxville     | 99              | Other International                                       |
| 22                                        | New Milford Hospital, CT          |                 |                                                           |

<sup>1</sup>Pre-approval must be obtained from the International Hiring Committee before hiring individuals into either of these locations.

| *Other Registered States                                                                  |               |
|-------------------------------------------------------------------------------------------|---------------|
| Reference state list below to confirm use of work location = 38 (Other Registered States) |               |
| Biosphere Arizona                                                                         | Hawaii        |
| California                                                                                | Illinois      |
| Colorado                                                                                  | Massachusetts |
| Connecticut                                                                               | Maryland      |
| Washington DC                                                                             | Montana       |
| Delaware                                                                                  | New Jersey    |
| Florida                                                                                   | Oklahoma      |
| Georgia                                                                                   | Virginia      |