

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

HUMAN RESOURCES

April 27, 2009

Dear Colleague:

Beginning July 1, 2009, Columbia University will convert all University Officers of instruction, research, administration, the libraries and student officers to a semi-monthly pay cycle. The new semi-monthly pay cycle will replace the existing monthly cycle.

Changes to New York State law require that all employees below a certain earnings threshold be paid at least semi-monthly. Several pay frequency options were considered and the conversion of all Officers to a semi-monthly cycle was determined to be the most effective way to comply with this law.

This change should have no impact on you, unless you receive additional compensation from the University. In that case those earnings will be issued to you in the semi-monthly paycheck following approval of the transaction.

## **WHAT TO EXPECT IF YOU RECEIVE COMPENSATION:**

Beginning on July 15, 2009, officers receiving salary will receive a paycheck from the University twice per month, 24 times per year. Pay periods will be the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of the month with pay dates on the 15<sup>th</sup> and the last day of the month. If a scheduled pay day falls on a weekend or holiday, employees will receive their paychecks on the last work day before the weekend or holiday.

## **PREPARING FOR THE CHANGE:**

- If you have an additional tax amount deducted from your paycheck, that monthly amount will be split in half, and 50% will be withheld from each semi-monthly check. If you do not want the current additional withholding amount to be split in this manner, please evaluate your tax set-up to ensure that your withholding is appropriate for your new semi-monthly earnings.
  - In order to make changes to your Federal tax withholding, please log in to [my.columbia.edu](https://my.columbia.edu) (<https://my.columbia.edu>) using your UNI and password, click on the Faculty and Staff tab and then on “View Your Tax Information.” *Changes must be made between June 25, 2009 and July 9, 2009 in order to be in effect for the July 15th paycheck.*
  - In order to make changes to your State and/or local tax withholding, you must submit a new IT-2104, available via the Finance Division website forms library

([http://www.tax.state.ny.us/pdf/2009/fillin/wt/it2104\\_409\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2009/fillin/wt/it2104_409_fill_in.pdf)). The new IT-2104 should be mailed to the HR Processing Center or, if you work at the Medical Center, can be submitted to CUMC Payroll. *Revised IT-2104 forms must be received no later than June 30, 2009 in order to be in effect for the July 15th paycheck.*

**Columbia University HR Processing Center**  
615 W. 131<sup>st</sup> Street  
Studebaker Building, 4<sup>th</sup> floor, Mail code 8702  
New York, NY 10027

**CUMC Payroll Office**  
Black Building 1-126A  
630 W. 168<sup>th</sup> Street  
New York, NY 10032

- Please review the list of Frequently Asked Questions at <http://hr.columbia.edu/wac/workplace/pay-practices/fo-faq>.

We are here to help you think through any issues that may result from this change. If you have any questions or concerns, please contact your Departmental Administrator or the Human Resources Processing Center Helpdesk at (212) 851-2888.

Sincerely,

Cindy Durning  
Vice President  
Columbia University Human Resources