

STUDENTS ON APPOINTMENT: FAQ

Important: These two terms – **Stipend** and **Salary** -- are not interchangeable. Using them correctly will speed up the solution to any problems you may encounter. The payments are processed by two completely separate financial systems.

Stipend: Two-thirds of your total award paid four times a year -- Sept., Nov., Jan., Mar. (processed through GSAS). Stipend checks can be direct deposited or, picked up from 210 Kent.

Salary: One-third of your total award (processed through the University's payroll system) paid bimonthly over nine months, September through May. Salary checks can be direct deposited or picked up from 602 Philosophy Hall.

An important number: On your paycheck you will see an eight-digit Employee ID Number. You must use this number in any communication with HRPC (Payroll)

FAQ:

When do I get paid?

Stipends are paid four times a year -- Sept., Nov., Jan., Mar.

Salary is paid in 18 equal installments bimonthly on the 15th and last working day of the month, September through May.

Where do I get my checks?

Stipend checks are available at Student Financial Services once you have registered (registering during the early periods in November and April is recommended)

Salary checks are delivered to 602 Philosophy on the 15th and last working day of the month. Pick them up from the Departmental Administrator, Pamela Rodman. Occasionally, salary checks for international students are sent to Student Financial Services in 210 Kent.

How do I get Direct Deposit?

Stipend: go to <https://ssol.columbia.edu/> Note: Not available to international students.

Salary: go to http://finance.columbia.edu/forms/pr_directdeposit1007.pdf. It is essential to notify HRPC (payroll) if you close or change your bank account.

How do I check on my payroll details?

Go to <https://my.columbia.edu/sws/sec/mycolumbia>, log on, and click on Faculty & Staff.

The topics below are available to you:

- [View or Change Your Benefits Information](#)
 - [View Your Paycheck](#)
 - [View Your Direct Deposit Information](#)
 - [Update Your Personal Information](#)
 - [View Your Tax Information](#)
 - People @ Columbia Guides
- [My W-2](#)
[Employee Verification](#)

What do I do if I have been charged social security taxes (FICA)?

FICA is charged when HRPC (Payroll) has no evidence that the employee is a full-time student. This can happen with SoA registrations of below 12 points, with any part-time registration, or when the check is processed before the registrar's enrollment information has reached HRPC. Email HRPC@columbia.edu giving them your Employee ID number, your name, our Department number (327) and a very brief description of the issue. Check your September check and report any FICA charges immediately.

Do I need to notify anyone if I change my address?

Yes! Use the link above in my.columbia.edu to notify HRPC and use SSOL to change your address on general University records. GSAS uses this for mail notifications. It is also a good idea to notify us in the Department.

Can I change my withholding (W-4)?

You can file a new W-4 at any time; the new form will supersede your previously submitted information. Use the link above in my.columbia.edu

How do I get a (replacement) W-2?

W-2s are mailed out at the end of January. You can sign up for an electronic notice or request a new copy by mail by using the W-2 link above.

Whom do I go to if I have a problem with my payment?

Stipends: if your stipend is missing or you think it is in the wrong amount you should contact the DA, Pamela Rodman (pbr2101@columbia.edu). Alternatively, you can write directly to Dean Rebecca Hirade (rst1@columbia.edu) copying Pamela Rodman. Rebecca Hirade is the person who authorizes your stipend and who has access to your student account.

Salary: if you have thoroughly reviewed your paycheck and have not been able to resolve a paycheck problem speak to Valencia Ortiz (vo1@columbia.edu) in 602 Philosophy Hall.

Is there any help if my salary is delayed?

You may be able to get either an advance on your next stipend or a small emergency loan if your paycheck is delayed. Pamela Rodman or Valencia Ortiz will contact GSAS on your behalf.