



New Hire On-Boarding Tool



Step-by-Step Checklist for Officers and Support Staff:

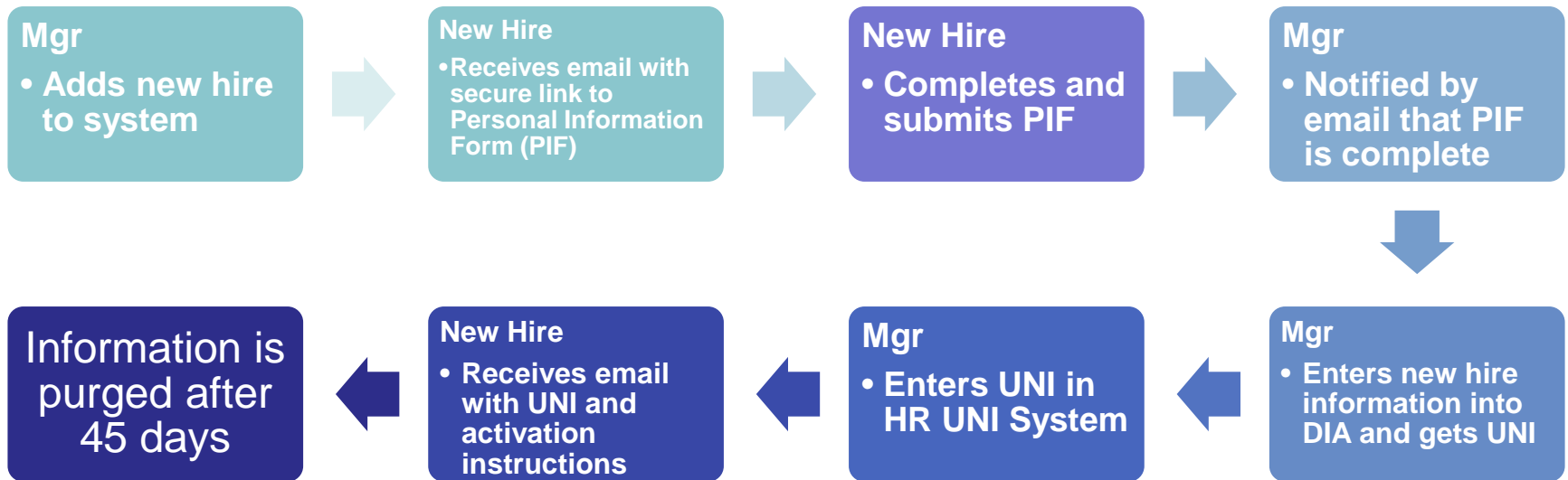
1. Employment Eligibility – I9
2. Taxation – W4 and other tax form

3. Computing – UNI

4. ID Card
5. Benefits Enrollment
6. Orientation
7. Direct Deposit ...



HR UNI System





HR UNI System

<https://secure.cumc.columbia.edu/hr/uni/>



User login

Username *

Password *

- [Request new password](#)

Log in

Welcome to the CUMC HR UNI System

Welcome to the Columbia University Medical Center Human Resources UNI system.

You may use your UNI and the login box on the left to enter the site.

If you do not have access to the site and require it, please contact the CUMC Human Resources Department.



Navigation

[HR Administrator Dashboard](#)

[HR Department Manager
Dashboard](#)

Welcome to the CUMC HR UNI System

Welcome to the Columbia University Medical Center Human Resources UNI system.


You may use your UNI and the login box on the left to enter the site.

If you do not have access to the site and require it, please contact the CUMC Human Resources Department.



Mgr

- Adds new hire to system

 COLUMBIA UNIVERSITY MEDICAL CENTER Human Resources UNI System My account Log out

HOME / HR DEPARTMENT MANAGER DASHBOARD

HR Department Manager Dashboard




[+Add Prospective Employee](#)

Search Prospective Employees

Name

[Search](#)


Legend

Abbreviation	Description
PIF	The Personal Information Form that is filled out by a prospective employee.
	This symbol indicates that a personal information link has been sent to the employee, but the prospective employee has not yet filled out the personal information form.
	This symbol indicates that the personal information form has been filled out for this prospective employee and is now available
	This symbol indicates that a UNI has been added for the prospective employee and the process is now finished.



Mgr

- Adds new hire to system

 COLUMBIA UNIVERSITY MEDICAL CENTER Human Resources UNI System [My account](#) [Log out](#)

HOME / HR DEPARTMENT MANAGER DASHBOARD / ADD PROSPECTIVE EMPLOYEE

Add Prospective Employee

Employee Name *

Employee Personal Email *

Department *

Department Manager

The Department Manager for this employee



New Hire

- Receives email with secure link to Personal Information Form (PIF)



COLUMBIA UNIVERSITY
MEDICAL CENTER

Human Resources



Dear Sample NewHire,

Congratulations and welcome to Columbia University's Medical Center. At Columbia University Medical Center you will interact with amazing and diverse staff, in a positive working environment, that is both intellectually stimulating and professionally challenging. We are committed to attracting and retaining the best and brightest in the workforce to support our mission of excellence in higher education, patient care and research.

Each new employee needs a personalized University Network Identification (UNI) account which provides access to a wide variety of online tools and resources designed to help you succeed in your new position. It is extremely important that we create your account as soon as possible. Once your UNI is created, you will be able to activate it on-line which will allow other important tasks to be completed before your arrival on campus.

To get started with creating your Columbia University UNI, please click the link below and complete your Personal Information Form as soon as possible:

[CUMC HR Personal Information Form](#)

If the link above does not work, copy and paste the following link into your browser:

<https://secure.cumc.columbia.edu/hr/uni/personal-information-form/104/14...>

Once you have completed the form please click "submit". If you have any questions pertaining to the Personal Information Form, please contact Thomas de Leon td2248@columbia.edu and 212-342-3748

We look forward to seeing you on campus.

Sincerely,

CUMC Human Resources



New Hire

- Completes and submits PIF

COLUMBIA UNIVERSITY Human Resources UNI System
MEDICAL CENTER

HOME
PERSONAL INFORMATION FORM

Personal Information Form

Your HR Department Manager is Thomas de Leon.
You may contact him or her via phone by calling 212-342-3748 or via email: td2248@columbia.edu

Employee Name: **Sample NewHire**

Incorrect Name
If the above name is incorrect, select this box and complete the first and last name fields. The updated information will be displayed to your department administrator.

Date of Birth *

Day * Month *Year *

21 ▾ Aug ▾ 2014 ▾

Gender *

- Select - ▾

Marital Status *

- Select - ▾

Voluntary Self-Identification of Race and Ethnicity

Providing the information below is optional and based on your self-identification. If you choose to participate, please answer both questions by checking the appropriate box or boxes. Thank you for your cooperation.

Ethnicity	Description
<input type="radio"/> Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="radio"/> White (Not Hispanic or Latino)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="radio"/> Black or African American (Not Hispanic or Latino)	A person having origins in any of the black racial groups of Africa.
<input type="radio"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="radio"/> Asian (Not Hispanic or Latino)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="radio"/> American Indian or Alaska Native (Not Hispanic or Latino)	A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
<input type="radio"/> Two or More Races (Not Hispanic or Latino)	All persons who identify with more than one of the above five races.



New Hire

- Completes and submits PIF

US Citizen *

Yes

No

Home Address

Home Address 1 *

Home Address 2

City *

State *

Zip Code *

Emergency Contact Information

Emergency Contact Name *

Relation *

Phone *



Mgr

- Notified by email that PIF is complete



Mgr

- Enters new hire information into DIA and gets UNI



COLUMBIA UNIVERSITY
MEDICAL CENTER

Human Resources



Dear CUMC Hiring Manager,

Your new employee (Sample New-Hire) has completed the On-line Personal Information Form. The information they submitted is available on the CUMC On-boarding (Welcome) Portal. To access the **Personal Information Form** please click below:

[Sample New-Hire Personal Information Form](#)

If the link above does not work, copy and paste the following link into your browser:

<https://secure.cumc.columbia.edu/hr/uni/employee/104/personal-informatio...>

Once you have accessed the personal information please use the [DIA](#) system to create a University Network Identification (UNI) account for Sample New-Hire

After you have acquired a UNI, please click on the following link and enter it:

[Add Uni for Sample New-Hire](#)

If the link above does not work, copy and paste the following link into your browser:

<https://secure.cumc.columbia.edu/hr/uni/employee/104/uni>

As soon as you enter it the prospective employee will receive an e-mail advising him/her how to activate the UNI and also provide details concerning the I-9 process.

If an Exchange Account request for any employee needs to be submitted, you can access the Service Request form page here: http://cumc.columbia.edu/it/getting_help/online.html


If you have any questions pertaining to the Personal Information Form or this website, please contact CUMC Human Resources at 212-305-Help (305-4357) option # 1

Sincerely,

CUMC Human Resources



Mgr
• Enters UNI in HR UNI System

 COLUMBIA UNIVERSITY MEDICAL CENTER Human Resources UNI System [My account](#) [Log out](#)

Navigation

- [HR Administrator Dashboard](#)
- [HR Department Manager Dashboard](#)

[HOME](#) [ADD UNI](#)

Update UNI for Sample NewHire

[Add UNI](#) [Personal Information Form](#) [Update Prospective Employee](#)

Use this form to update or add the UNI for an employee. This will send an email to the employee's personal email address with instructions on how to activate their new UNI.

Employee UNI *



New Hire

- Receives email with UNI and activation instructions



COLUMBIA UNIVERSITY
MEDICAL CENTER

Human Resources



Dear Sample NewHire,

Thank you for completing your Personal Information Form.

Your University Network Identification (UNI) is: **sn2014**.

Your UNI consists of your initials plus an arbitrary number. It is the key to accessing computer services and electronic resources at Columbia including e-mail, Library information on the World Wide Web, Human Resources and benefits information, and payroll information. Please remember to type your UNI in lower case when you log in.

Follow the instructions below to activate your Columbia UNI and to create your password.

1. Please activate your UNI at <http://cuit.columbia.edu/cuit/manage-my-uni>
2. The next step in accessing University systems is to demonstrate eligibility to work in the United States. The Immigration Reform and Control Act requires that you provide proof of eligibility to work in the United States, by using the I-9 form. Instructions are available at <http://hr.columbia.edu/wac/workplace/i-9>. Please take a few minutes to fill out the I-9 Form directly on-line prior to your start date. Note that within three business days of your start date, you must go in person to an I-9 Service Center to complete the I-9 process which will require that you present us with original documents, as listed in Section 1 of the I-9 online, to indicate that you are eligible to work in the United States. Your departmental HR representative will provide you with the location of the most convenient I-9 Service Center on or before your first day of work.

Once eligibility to work in the United States has been verified you will be given access to the University's systems.

Further information on the uses and benefits of your Columbia account will be provided during our Orientation-Welcome Program which will be scheduled by your hiring department. Please contact Thomas de Leon with any questions by emailing td2248@columbia.edu or calling 212-342-3748. For further assistance you can contact CUMC Human Resources at 212-305-Help (305-4357) option # 1.

Sincerely,

CUMC Human Resources



Questions?