

The screenshot shows a web browser window displaying the Columbia University School of the Arts website. The browser's address bar shows the URL <https://arts.columbia.edu/student-payroll>. The website has a dark blue header with the 'COLUMBIA UNIVERSITY SCHOOL OF THE ARTS' logo on the left. A red navigation bar contains the 'Office of Student Affairs' logo and several menu items: 'Incoming Students', 'Policies', 'Resources', 'Student Employment', 'Interdisciplinary Arts Council (IAC)', and 'Commencement'. A search bar with 'CREATIVE WORK' and 'APPLY' buttons is also present. The main content area features a section titled 'School of the Arts Electronic Timesheets' with the following text: 'Students must have a student service position allocation or a student casual pay position budget to access the School of the Arts Electronic Timesheet system. Please contact [soa-studentpayroll@columbia.edu](mailto:soa-studentpayroll@columbia.edu) if you are unable to log-in.' Below this are two links: 'Student Log-in' and 'Supervisor Log-in'. The next section is 'Student Payroll Guidelines and Timesheet Instructions', with a sub-section 'Payroll Calendar and Submission Deadlines'. The text explains that student payroll occurs every two weeks based on the annual [student payroll calendar](#). It notes that hourly student payroll is paid on a bi-weekly schedule, while teaching assistants and fellows are paid on a semi-monthly schedule. It also states that the student work week runs from Monday to Sunday and that electronic time sheets must be submitted for approval every other Thursday by 12 noon, except on holidays. Pay checks are sent to the program office if the student has not opted for direct deposit. A link is provided: [Click here for School of the Arts Electronic Student Timesheet Instructions.](#) The final paragraph notes that all students are expected to submit their time sheet(s) online by the deadline, and that courtesy reminder emails are sent out prior to all payroll deadlines to both students and supervisors. To ensure email reminders are delivered, users must add [soa-studentpayroll@columbia.edu](mailto:soa-studentpayroll@columbia.edu) to their contacts list.

Please go to <https://arts.columbia.edu/student-payroll> and click on Student Log-in

# COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

Welcome, Andrew Hass (Student) | [Logout](#)

Home Employees Help

Use My Dashboard  
Find a Job  
My Timesheets

Empl Job Mail

Display:  Employee Information

There are no current hires to display. All pending hires must contact the School of the Arts Student Payroll Office at [soa-studentpayroll@columbia.edu](mailto:soa-studentpayroll@columbia.edu) to complete all payroll paperwork before accessing timesheets.

Under Employees click “Find a Job”.

## Find A Job

### Instructions

Choose from the quick search options below or click on the "Advanced Search" button for more options.

 Quick Search

 Advanced Search

### Select a quick search.

[Show All Active Jobs](#)

[25 Most Recently Posted Jobs](#)

[Jobs by Department](#)

[Most Hours per Week](#)

[Fewest Hours per Week](#)

Click "Show All Active Jobs"

## Find A Job

### Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[ Run a New Search \]](#)

#### Disclaimer: SOA Dean's Office Service Positions

Service positions are compensated at an hourly rate of \$20 or \$25 per hour. Each position has a budget allocation and a limit on the maximum hours of service.

School of the Arts Services Positions shall be paid through the School of the Arts' Business Office (Human Resources) and will require completion of the appropriate payroll documentation. Students who do not have a Social Security Number should contact the Business Office for assistance in procuring one. Questions regarding this process should be directed to the School of the Arts' HR Staff. Compensation will take place regularly during the semester/s in which the student is completing the service position, and will be issued either via check or Direct Deposit. Service positions are compensated at an hourly rate for a maximum number of hours. Students may not work over the maximum cumulative hours allocated. Hours worked are contingent upon your availability. We encourage you to plan ahead and determine your schedule with your supervisor so that you are able to schedule enough hours to work up to your maximum allocation. The position supervisor reserves the right to remove students from the service position for poor performance, excessive absences or tardiness, and/or inappropriate behavior or misconduct.

#### Disclaimer: Film MFA Program Service Positions

Service positions are compensated at an hourly rate of \$20 or \$25 per hour. Each position has a budget allocation and a limit on the maximum hours of service.

School of the Arts Services Positions shall be paid through the School of the Arts' Business Office (Human Resources) and will require completion of the appropriate payroll documentation. Students who do not have a Social Security Number should contact the Business Office for assistance in procuring one. Questions regarding this process should be directed to the School of the Arts' HR Staff. Compensation will take place regularly during the semester/s in which the student is completing the service position, and will be issued either via check or Direct Deposit. Service positions are compensated at an hourly rate for a maximum number of hours. Students may not work over the maximum cumulative hours allocated. Hours worked are contingent upon your availability. We encourage you to plan ahead and determine your schedule with your supervisor so that you are able to schedule enough hours to work up to your maximum allocation. The position supervisor reserves the right to remove students from the service position for poor performance, excessive absences or tardiness, and/or inappropriate behavior or misconduct.

Review the Disclaimer and click I agree to access the open job listing in that Job Type.

## Find A Job

 Instructions


1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the job Title.

[\[ Run a New Search \]](#) Apply for selected jobs[Show All Active Jobs](#)Show  results per page to 2 of Total Rows: 2 [Prev](#) [Next](#)

<input checked="" type="checkbox"/>	<b>Job Title:</b> <a href="#">Alumni and Student Affairs Student Fellow</a>	<b>Employer:</b> Dean's Office (\$25/hr Positions)
	<b>Wage:</b> \$25.00/hr	<b>Listed:</b> 01/08/2018
	<b>Openings:</b> 1	<b>Category:</b> Administrative
	<b>Hours:</b> 10 / week	
<input checked="" type="checkbox"/>	<b>Job Title:</b> <a href="#">Media Team</a>	<b>Employer:</b> SOA MFA Film (\$20/hr Positions)
	<b>Wage:</b> \$20.00/hr	<b>Listed:</b> 01/08/2018
	<b>Openings:</b> 4	<b>Category:</b> Audio Visual
	<b>Hours:</b> 0 to 20 hours / week	

From this page you can click on the Job Title to review the job description and apply or you can apply by clicking the check box and "Apply for selected Jobs". You can apply for multiple jobs at one time by selecting them.

By submitting the application below, you will be applying for the following jobs:

-  Alumni And Student Affairs Student Fellow - Dean's Office (\$25/Hr Positions)
-  Media Team - SOA MFA Film (\$20/Hr Positions)

General	
Student UNI	<input type="text"/> * required
First name	<input type="text"/> * required
Middle name	<input type="text"/>
Last name	<input type="text"/> * required
CU Email Address	<input type="text"/> * required <input type="text"/> * (re-enter to confirm) required
Primary Phone	<input type="text"/> * required
Resume	<input type="button" value="Choose File"/> Screenshot 1.JPG *
Cover Letter for Alumni and Student Affairs Fellow Position	<input type="button" value="Choose File"/> Screenshot 1.JPG *
Current Year in Program	<input type="text"/> * required
Concentration	<input type="text"/> * required
Provide a brief statement of your interest and qualifications for the Media Team position:	<input type="text"/> * required
<input type="button" value="Submit"/>	

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Complete the application and Submit. Once submitted you will not be able to edit the application.



## User Dashboard

 Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

**Please Note: The hiring supervisor for the jobs you've applied for below will not see your application until you rank the jobs in your preferred order of interest. Please review ranking instructions below.**

[Employee Information](#) [Applications](#) [Job Mail](#)
Display  Application Data

## Applications



## Instructions:

- In the 'Rank' column next to each job below, please rank each job you've applied for by placing a number 1 (being the most preferred job) and so on down to your least preferred job.
- You may not duplicate any ranking for more than one (1) job.
- If there is no rank box available, this indicates the job has already been viewed and acted upon (e.g. greeted for an interview, rejected, pending hire, or hired) by the hiring supervisor.
- All jobs **MUST** be ranked. Any jobs not ranked, will **NOT** be visible to the hiring supervisor.

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw	Rank
4427	Alumni and Student Affairs Student Fellow	Dean's Office (\$25/hr Positions)	Submitted	1/8/2018	1				<input type="text" value="2"/>
4317	Media Team	SOA MFA Film (\$20/hr Positions)	Submitted	1/8/2018	4				<input type="text" value="1"/>

The final step is to rank the position by entering a number under the red "Rank" box.  
Please contact [soa-studentpayroll@columbia.edu](mailto:soa-studentpayroll@columbia.edu) if you have any issues with submitting your application.