Notetaker Payment Information

Congratulations on being hired as a CARDS notetaker for the Fall 2022 Semester! Please read through this entire document as it contains essential information about the payment process as it will be a multi-step process involving the CARDS office, the registrar’s office, and Beyond Barnard.

**Step 1:** After receiving your hiring email from CARDS, you will need to make sure the following is up to date with the registrar’s office:
- Ensure Social Security Number is updated with the registrar [HERE](#).
- Ensure Permanent Address is updated with the registrar [HERE](#). Please note that this cannot be an on-campus address or mailbox.

**Step 2:** You will be onboarded into the Workday system by Beyond Barnard around **Week 10** of the Fall Academic Calendar. The following is a list of tasks you will be asked to submit through Workday along with in person tasks that will need to completed at Beyond Barnard in person:

**In Workday:**
- Workday Task: Complete Form I-9
- Workday Task: Complete Federal Withholding Elections (W-4)
- Workday Task: Complete State and Local Withholding Elections
- Workday Task: Add Payment Elections
- There is no direct link for WTPA. This will be automatically generated by Workday for students to review in their Workday inbox upon hire.
- NYPFL Waiver can be completed and uploaded to Workday via the Review Documents step in students’ Workday inboxes. It is not required.

**Outside of the Workday platform:**
- Provide ID for I-9 verification in person with Beyond Barnard. A list of acceptable IDs can be found [HERE](#).

**Step 3:** At the end of the semester, you will need to send an email to cards@barnard.edu stating that your notes are completed for the semester. After receiving this email, CARDS will verify that all notes are up to date and communicate with Beyond Barnard that you are ready to be paid! Please note, this process can take up to 3 weeks following the completion of the semester.

**Contact Information:**

**Center for Accessibility Resources and Disability Services**
101 Altschul Hall, 3009 Broadway, New York, NY 10027
[cards@barnard.edu](mailto:cards@barnard.edu)
(212) 854-4634

**Beyond Barnard**
2nd Floor Elliot Hall, 49 Claremont Ave, New York, NY 10027
[beyondbarnard@barnard.edu](mailto:beyondbarnard@barnard.edu)
212-854-2033

**Office of the Registrar**
105 Milbank Hall, 3009 Broadway, New York, NY 10027
[registrar@barnard.edu](mailto:registrar@barnard.edu)
212-854-2011