Timesheet Policy

Please note: You will not receive payment until a SIGNED timesheet is hand-delivered or mailed, and your minutes and announcements are uploaded into Courseworks. Hand-deliver or mail your timesheet as soon as you complete your minutes.

Our mailing address is:
University Seminars
Columbia University
MC: 2302, Faculty House
64 Morningside Drive, 2nd Floor
New York, NY 10027

On average rapporteurs report six to eight hours of work per seminar meeting. First-year rapporteurs receive $20.00 per hour. Second-year rapporteurs receive $25.00 per hour. Third-year and beyond rapporteurs receive $27.00 per hour. **Work for a seminar meeting is considered complete once the University Seminars office receives an original timesheet signed by the rapporteur, and the minutes and announcement for the meeting have been uploaded to CourseWorks.**

Occasionally, work for a seminar meeting requires extra hours. If you accumulate more than 14 hours of work per seminar meeting, please have your chair sign your time-sheet (a space is provided).

Please email Gesenia Alvarez (ga2030@columbia.edu) if you have any payroll-related questions.

To complete timesheet, make sure to fill in the following:

- Seminar # / Name
- Rapporteur Name
- Seminar Meeting Date
- Rapporteur’s Uni ID
- Hourly Rate ($20, $25, or $27)
- Add description under the “Project/Task Description” column. Make sure to mark the actual dates worked on top row. For example: This rapporteur notes he worked on “Announcements” on 3/29/10, “Mailings” on 4/9/10, and “Reservations” on 4/13/10. Form should auto-calculate hours on the right hand column (Total Time). If it doesn’t, hit F9.

- Rapporteur Signature.
- Seminar Chair’s required signature only if rapporteur worked more than 14 hours.