Timesheet Policy – IN EFFECT FOR ALL SPRING 2014 SEMESTER WORK AND BEYOND

Please note: Work for a seminar meeting is considered complete once the minutes and announcement for the meeting have been uploaded to CourseWorks, and the University Seminars office receives an original timesheet SIGNED by the rapporteur. Occasionally, work for a seminar meeting requires extra hours. If a rapporteur reports more than 10 hours of work per seminar meeting, a chair of the seminar must sign the timesheet and provide a written justification for the extra hours. A space is provided on the timesheet underneath the chair’s signature.

On average rapporteurs report eight -ten hours of work per seminar meeting. First-year rapporteurs receive $20 per hour. Second-year and third-year rapporteurs receive $25 per hour (applies to rapporteurs with a January 2014 start date). Fourth-year rapporteurs receive $27 per hour.

The following items are required on the timesheet (a sample timesheet is also available on our website):

- Seminar # / Name
- Rapporteur Name
- Seminar Meeting Date
- Rapporteur’s Uni ID
- Hourly Rate ($20, $25, or $27) – Contact Gesenia Alvarez for your current rate of pay if you are not sure.
- Add description under the “Project/Task Description” column. Make sure to mark the actual dates worked on the top row. Please refer to the Sample Timesheet available under the “Rapporteur” section of our website. The Timesheet form should auto-calculate hours on the right hand column (Total Time). If it doesn’t, hit F9.

- Rapporteur Signature. We are required to keep timesheets with original signatures on file.
- Rapporteur average hours of work are 8-10 hours per meeting. IN EFFECT FOR ALL SPRING 2014 SEMESTER SEMINAR WORK AND BEYOND: A chair’s signature and a written justification are required for over 10 hours of work per seminar meeting.
- Please email our Finance Manager, Gesenia Alvarez (ga2030@columbia.edu), with any payroll-related questions.
- CONFERENCE HOURS POLICY –IN EFFECT FOR ALL SPRING 2014 SEMESTER CONFERENCE WORK AND BEYOND. The University Seminars will pay up to 20 hours of rapporteur pay for conference work. Any additional hours will be discounted from the funds allocated to the conference by The University Seminars.