Go to the [Rapporteurs page on universityseminars.columbia.edu](http://universityseminars.columbia.edu). Look towards the bottom of the page for the Time Entry section for a link to the new timesheet.
NYC Earned Sick Time Act Policy

• As of July 1, 2014: Rapporteurs may be eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments.

• For more information on the NYC Sick Leave, please see the NYC Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act

• EXCLUSIONS AND SPECIAL SITUATION THIS POLICY DOES NOT APPLY TO INDIVIDUALS EXCLUDED BY THE ACT, SUCH AS EMPLOYEES WHO WORK FEWER THAN 80 HOURS PER FISCAL YEAR, INDIVIDUALS COVERED BY A COLLECTIVE BARGAINING AGREEMENT, INDIVIDUALS WHO WORK FOR FEDERAL WORK STUDY PROGRAMS, AND INDIVIDUALS FOR HOURS WORKED BY OR THROUGH QUALIFIED SCHOLARSHIPS.
Receiving Payment for Rapporteur Work

Work for a seminar meeting is considered complete when:

- The Attendance Record and Publication Policy Acknowledgement form with original signatures is dropped off at the UniSem office (ideally, promptly after the meeting).
- The announcement and minutes for the meeting are uploaded to CourseWorks.
- Your Seminar Meeting Timesheet with your original signature and, if necessary, a chair’s signature is dropped off at the UniSem office.
- We strongly suggest you keep a copy of the timesheets you submit to our office.

(Drop-off boxes for Timesheet and Attendance Record are located inside the UniSem office)
Please Note

• If you report more than 10 hours of work per seminar meeting, a seminar chair must write a justification and sign the timesheet.

• Note: “During the academic year, students may not work more than 20 hours per week at paid pursuits, regardless of their fellowship category. University and academic holidays must be observed.”

• Teaching Fellows, DRAs, and Research Assistants usually receive payment as Added Compensation. Payment delays may occur because of appointment end dates.

• If you have any questions regarding taxes, contact the CU Payroll Dept directly at (212) 854-2122.

• Inform Gessy Alvarez (ga2030@columbia.edu) of any changes in your employment status or personal information as this may also affect your payments.

• To view paychecks, go to: my.columbia.edu. Log in with your Uni, select Faculty and Staff, under Self-Service click “View Your Paycheck.”
To Receive Payment for Conferences

• If your seminar holds a conference, you may be asked to assist.

• To receive payment, keep track of hours worked. Submit a timesheet at the end of the conference.

• The University Seminars will pay up to 20 hours of rapporteur pay for a conference.

• Additional hours will be discounted from the funds allocated to the conference.

• Note: “During the academic year, students may not work more than 20 hours per week at paid pursuits, regardless of their fellowship category. University and academic holidays must be observed.”
Go to the [Rapporteurs page on universityseminars.columbia.edu](http://universityseminars.columbia.edu). Look towards the bottom of the page for the Time Entry section for a link to the new timesheet.
Welcome Back!

• Do check out the [website](mailto:). We’ve made some changes in an effort to streamline the information contained. For instance, the People menu includes resource pages for Chairs, Rapporteurs, and Members).

• Let us know if you have any questions or concerns via email at [univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu) (or [ga2030@columbia.edu](mailto:ga2030@columbia.edu)).