

The University Seminars 2016-2017 (revised: 12/15/2016)

RAPPORTEUR COMPENSATION POLICY

Our Policy for Receiving Payment for Rapporteur Work

Work for a seminar meeting is considered complete when:

- A completed **Privacy Acknowledgment form** with original signatures from the chair and the guest speaker(s) is dropped off at the Uni Sem office (ideally, promptly after meeting).
- The minutes for the meeting are uploaded to CourseWorks. A draft is fine. Sometimes chairs will ask to revise minutes. **Do not delay your timesheet when this happens.**
- Your Seminar Meeting Timesheet is uploaded to Courseworks. Make sure to submit timesheets no later than **a month post meeting date**. Payroll requires that graduate students report time worked on a timely basis. Please refer to our **Payment Schedule for Rapporteurs**.
- We strongly suggest you keep a copy of the timesheets you submit to our office. (Drop-off box Attendance Sheet and Privacy Acknowledgment forms is located inside the UniSem office)

Typical Hours Reported

- If you report more than 10 hours of work **per seminar meeting**, a seminar chair will be contacted to confirm the reason for the extra hours. Contact your chair directly to avoid any delays.
- A typical rapporteur reports about 6 – 10 hours of work per seminar meeting. Hourly work will vary depending on your seminar. A typical hourly breakdown looks like this:
 - Seminar Meeting
(includes writing minutes): 2 hours
 - Seminar Dinner
(do not include cocktail hour): 1.5 hours
 - Finalizing Minutes and Upload: 1 – 3 hours
 - Travel Arrangements (if any): 1 hour
 - Email Announcement: 0.5 – 1 hour
 - Other Tasks: 0.25 - 1.5 hours

20 Hours Per Week Rule For All Graduate Students

- “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”
- Example, if your department asks that you commit 15 hours per week as a Teaching Fellow, you can only work an additional 5 hours a week.
- If you are holding another position at the University, make sure your 20 hours per week are not fully committed. If you fail to do this, your department may ask that you discontinue work as a rapporteur.

Payment Delays

- Teaching Fellows, DRAs, and Research Assistants usually receive payment as Added Compensation. **Payment delays may occur because of appointment end dates (usually mid-May for the spring and mid-December in the fall).**
- **Do not hold on to your timesheets.** We must report hours for a given month in a timely manner to HR Payroll. If you have difficulties completing any task for a seminar meeting, contact Gessy Alvarez ga2030@columbia.edu immediately so that we can anticipate any issues with payment.
- **Any changes to your employment status or personal information must be reported immediately to our office.**

What is Additional Compensation (add comp)?

- Additional compensation payments are one-time or ongoing payments that are made in addition to regular earnings for active officer-level employees only. This includes officers of instruction, research, libraries and administration plus student officers.
- Add comps are made for many reasons, and can be paid all in one pay period or be spread out over multiple pay periods. These payments can be paid to employees both within the administrative department and to employees in another administrative department and are processed via PAC. Reasons for paying an add comp include:
 - Extra pay for additional duties performed
 - Special one-time payments

[Info from HR.Columbia.edu: <http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/additional-compensation>]

Seminar Meeting Timesheets

- You will submit a timesheet **per seminar meeting**. Timesheets are available at our website under [Rapporteurs](#) and at our Courseworks page: https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS .
- On average expect to work 6-10 hours per seminar meeting.
- First-Year rapporteurs receive \$20/hr. Generally, the date of your orientation is considered your first day of work though there are exceptions.
- If you continue work as a rapporteur a 2nd year, you will receive \$25/hr.
- For those who are with us four years and longer, your rate of pay will be \$27/hr.

Seminar Meeting Timesheet

Rev. 11/30/16

University Seminars Timesheet for Seminar Meetings [CourseWorks Version]

Rapporteur Name: UNI ID: Seminar#/Name: (select from drop-down menu)

Meeting Date: (Type MM/DD/YYYY - autofill is on) Hourly Rate: \$ (select from drop-down menu) Confirm Minutes have been uploaded to COURSEWORK and Announcements emailed

Period Covered: TO (Start Date (MM/DD/YYYY)) (End Date (MM/DD/YYYY)) Confirm Attendance Record/Publication Policy has been submitted to the UniSem office

| Indicate Seminar Meeting Tasks | | Record Dates Worked (spell out date - e.g. 10-Sep-2014 or type MM/DD/YYYY) | | | | | | Total Hours | |
|---|---------|--|-----------|-----------|-----------|-----------|-----------|----------------------------|-----------------|
| | | 9/9/2016 | 9/16/2016 | 9/23/2016 | 9/26/2016 | 10/3/2016 | 10/9/2016 | | |
| Email Correspondence | Hours | | | | | | | 0 | |
| | Minutes | 30 | 15 | 15 | | | | 1.00 | |
| Travel Arrangements | Hours | | | | | | | 0 | |
| | Minutes | 45 | | 15 | | | | 1.00 | |
| Seminar Meeting Day (setup, attendance, taking minutes, and returning AV equipment) | Hours | | | | 2 | | | 2 | |
| | Minutes | | | | | | | 0.00 | |
| Seminar Dinner (collection checks for dinner and gifts, attendance at dinner) | Hours | | | | 1 | | | 1 | |
| | Minutes | | | | 30 | | | 0.50 | |
| Finalizing minutes | Hours | | | | | 1 | 2 | 3 | |
| | Minutes | | | | | | | 0.00 | |
| | Hours | | | | | | | 0 | |
| | Minutes | | | | | | | 0.00 | |
| | Hours | | | | | | | 0 | |
| | Minutes | | | | | | | 0.00 | |
| | Hours | | | | | | | 0 | |
| | Minutes | | | | | | | 0.00 | |
| | | | | | | | | Total Hours Worked: | 8.50 |
| | | | | | | | | Total Wages: | \$170.00 |

If you have any questions regarding taxes, contact the CU Payroll dept directly at (212) 854-2122. [University Seminars Compensation Policy](#)

[Click to Open CourseWorks](#)

IF REPORTING MORE THAN 40 HOURS OF WORK PER SEMINAR MEETING, WE WILL NEED TO CONTACT YOUR CHAIR AND REQUEST AN EXPLANATION FOR THE EXTRA HOURS.

Reason: _____

Chair Name: _____ Chair Email Address: _____ (We highly recommend you contact your chair beforehand. A delayed response from your chair may cause delays in payment.)

As of July 1, 2014, Rapporteurs are 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>.

B: _____ Pay Date: _____
To obtain an electronic copy of this form, go to: <http://universityseminars.columbia.edu/resources/forms-and-policies/> UniSem Finance Officer Signature

Go to our CourseWorks page:

https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS

Instructions for Uploading Timesheets to CourseWorks

- Log in to our CourseWorks page with your UNI and Password: https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS. If you don't have access to our CourseWorks page, send me an email request immediately.
- Select "Files & Resources" from the left-side menu.
- To download a blank timesheet and/or view a sample timesheet, click the folder "Timesheets_Upload_Only" and open the 1_Blank and Sample Timesheets folder.
- Once you've filled out the Excel blank timesheet file, save a copy on your device. Use the following Naming Convention when saving your timesheet: ###(seminar number)_mmddyy(meeting date)
- Go back to https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS, and click the folder "Timesheets_Upload_Only." You should see two folders: "1_Blank and Sample Timesheets" folder and a second folder with your last name on it. You should not have access to any other folders.
- To upload your timesheet, select "Add" from the drop-down menu beside the folder with your name (Do not click the "Add" button by any other folder, doing so will make your timesheet public).
- Select "Upload Files."
- Once your timesheet is processed for payment, the word "Payment" will be added to your timesheet's file name along with your pay date. Anything marked "Pending" means payment is delayed either because the pay period is still ongoing or because we are waiting for approval.

NYC Earned Sick Time Act Policy

- 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.

Payroll and Tax Questions

- To view paychecks, go to: my.columbia.edu. Log in with your Uni, select Faculty and Staff, under Self-Service click “View Your Paycheck.”
- Contact the Payroll department with any payroll tax questions: <http://finance.columbia.edu/content/finance-service-center>
- For international students, visit the ISSO website: <http://www.columbia.edu/cu/isso/tax/>

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. You may be asked to work the day of the conference or for a period of time. **For those working for a period of time on conference logistics, you must report your hours on a regular basis, at least once a month by submitting a conference timesheet (available on our website).**
- The University Seminars will pay up to 20 hours of rapporteur pay for a conference for our general rapporteur budget.
- 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. University and academic holidays must be observed.”
- Conference Timesheets are available at our website:
http://universityseminars.columbia.edu/rapptimesheets_1415_conference/

Need Help

- Do check out the [website](#) first.
- Let Gesenia Alvarez know if you have any questions or concerns via email at ga2030@columbia.edu.