

**University Seminars Timesheet for Seminar Meetings [CoursWorks Version]**

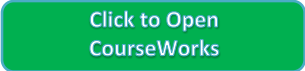
Rapporteur Name: Gesenia Alvarez UNI ID: ga2030 Seminar#/Name: 407 - Renaissance  
(Select from drop-down menu)

Meeting Date: Monday, September 26, 2016 Hourly Rate: \$ 20.00  
(Type MM/DD/YY - autoforamt is on) (Select from drop-down menu) Confirm Minutes have been uploaded to COURSEWORK and Announcements emailed

Period Covered: 9/9/2016 TO 10/9/2016 Confirm Attendance Record/Publication Policy has been submitted to the UniSem office   
Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Indicate Seminar Meeting Tasks		Record Dates Worked [Spell out date - e.g. 10-Sep-2014 or type MM/DD/YY]---->>>>						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
Finalizaing minutes	Hours					1	2	3
	Minutes							0.00
SAMPLE	Hours							0
	Minutes							0.00
SAMPLE	Hours							0
	Minutes							0.00
SAMPLE	Hours							0
	Minutes							0.00

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



Total Hours Worked:	8.50
Total Wages:	\$170.00

**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 \_\_\_\_\_