Welcome to The University Seminars
Rapporteur Orientation

• Please enjoy food and beverages.

• Take a folder from the center of the table and fill out forms found inside your right-hand pocket. Forms will be collected at the end of orientation.

Thank you.
Introductions
Welcome to The University Seminars

ROBERT POLLACK
Director

AND

ALICE NEWTON
Deputy Director
Important Things to Remember

• Intellectual work is going on and your job is to record it. You’re a liaison between The University Seminars office and your chairs.

• On our website, under “People,” you’ll find reference pages for Rapporteurs and Chairs. The Search function is also handy.

• Always refer to your seminar number and seminar name in your email correspondence with the UniSem office. We deal with over 90 seminars and any help referencing emails is appreciated.
Important Things to Remember

• If you require immediate assistance call (212) 854-2389. Our contact information is also listed on our website: http://universityseminars.columbia.edu/contact-us/

• We receive over 150 emails a day and can’t promise you a prompt reply.
Rapporteur Responsibilities and Meeting Logistics

PAMELA GUARDIA
Seminars Program Coordinator
pfg2106@columbia.edu
univ.seminars@columbia.edu
212-854-2389
Important Information

- **AVOID REIMBURSEMENTS**

- Communicate with your guest speaker
  - Make appropriate travel, hotel, parking, seminar room, equipment reservations

- Communicate with your chair regarding your responsibilities. Ensure our central requirements are satisfied

- Communicate with The University Seminars
  - Meeting space, announcements, catering, equipment, travel, special requests, CANCELLATIONS

- Website: [http://universityseminars.columbia.edu](http://universityseminars.columbia.edu)

- **RETURN EQUIPMENT**
Rapporteur Responsibilities: Introduction
Rapporteur Responsibilities: Website

The seminar chair appoints a rapporteur who, under the direction by the central office and the seminar, Rapporteurs are graduate student. Only appointees who have first been appointed. Only rapporteurs who are full-time students at Columbia, Banca, and...
Seminar Meetings

Seminar Meeting Checklist

When emailing the University Seminars office, always include your seminar’s number and name in the subject line of your email and the meeting date. For all guidelines, templates, instructions, and links mentioned on this form, go to:

http://universityseminars.columbia.edu/resources/forms-and-policies/

A.S.A.P. – Make travel arrangements

☐ Travels funds are not automatic. Your seminar chair should have requested approval for funds from The University Seminars office prior to the start of the semester. Confirm this with your chair before proceeding.

☐ If your guest speaker(s) expect reimbursements for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pfg2106@columbia.edu) immediately. All non-Columbia payees must be approved in advance.

☐ Make hotel reservations. Refer to our Hotel Booking Procedure section on our website.

☐ Contact our travel agent, Lori Ean, for any air or rail travel accommodations (refer to the Travel section).

3 weeks or more before the meeting

☐ Confirm with Pamela Guardia (pfg2106@columbia.edu) that a meeting room has been arranged.

☐ Email an announcement to seminar members and to univ.seminars@columbia.edu. (Refer to the Announcements Template on the Rapporteurs section.)

☐ Upload a Word doc version of the announcement to CourseWorks in your seminar’s announcement folder.

The Wednesday, a week before the meeting date

Email Pamela Guardia (pfg2106@columbia.edu) the following:

☐ An accurate dinner attendee number (for dining at Faculty House only).

☐ Your seminar will receive two complimentary bottles of wine at dinner (if you require additional wine, you must make a request in advance – cost for each additional bottle of wine requested is $25).

☐ (If necessary) make special dietary requests (no gluten, Kosher, etc.) and request parking for speaker(s).

☐ Confirm AV equipment needed (supplies are limited).

Day of the meeting

☐ Assist guest speaker(s) with set up and test AV.

☐ Have all attendees (including Chair(s), Speaker(s), and Rapporteur) sign the Attendance Sheet.

☐ Record minutes. (Refer to the Minutes Template on the Minutes section.)

☐ Return AV equipment to the University Seminars’ office.
Travel Arrangements

• **AVOID REIMBURSEMENTS**

• **Travel Funding must be secured in advance**

• **Air and Train Travel:** Arranged via **Valerie Wilson Travel Inc.** Contact: Lori Ean, lorie@vwti.com

• **Interstate buses, taxi, subway:** Arranged by traveler and require reimbursements*.

• Some foreign nationals are **not** reimbursable

• Parking needs to be reserved no later than **3 days in advance**. Follow instructions on our website: [http://universityseminars.columbia.edu/resources/parking/](http://universityseminars.columbia.edu/resources/parking/)
Travel Arrangements: Hotels

• Rapporteurs make hotel accommodations. Instructions and a list of hotels and their rates are on our website: http://universityseminars.columbia.edu/resources/booking-a-hotel/

• Tell the **IN-HOUSE** reservations desk that you are calling from Columbia University, The University Seminars and mention **Pamela Guardia**.
  
  – Send reservation/confirmation information to Pamela Guardia for payment arrangement:
    • Hotel Name and Confirmation Number
    • Guest Name
    • Room Type and Rate
    • Arrival and Departure Dates
    • Seminar Number
Hotel Rates

Preferred hotels are highlighted

When making a reservation, you must mention:

- You are calling from The University Seminars, Columbia University

- Payment authorization will be sent by Pamela Guardia.
Reimbursements

• **AVOID REIMBURSEMENTS**

• Some foreign nationals are *not* reimbursable. Check with Pamela *before* making arrangements.

• Tax forms, expense forms, and procedures are on our website

• Each payee needs to submit:
  
  – Tax forms: W9 or W8
  
  – An expense form (depending on affiliation)
  
  – Receipt(s)

• Payments are not processed until everything is received.

• Policies are on the website: [http://universityseminars.columbia.edu/reimbursements/](http://universityseminars.columbia.edu/reimbursements/)
Reimbursements

**AVOID REIMBURSEMENTS**

---

**Which Expense Form**

- Yes
  - Is the payee an affiliate of Columbia University?
    - Yes: TBER (Travel & Business Expense Report)
    - No: Non-CU Expense Report

---

**Which Tax Form**

- Yes
  - Is the payee a US citizen or US permanent resident?
    - Yes: W9 (US citizens/permanent residents)
    - No: W8-BEN (Foreign Nationals)

---
Reimbursements: Tax Forms
# Reimbursements: Expense Forms

## TRAVEL & BUSINESS EXPENSE REPORT

**Columbia University in the City of New York**

**Employee Name:**

**Department:**

**Date:**

**Amount:**

### Important Notes:

- Please ensure all expenses are properly categorized. All travel and business expenses should be listed separately. Do not combine personal and business expenses.

- Detailed receipts are required for all expenses. Attach any relevant documents to support your expenses.

- Any discrepancies or questions regarding expenses should be addressed promptly.

### Employees (Initial/Name)

**Employee Name:**

**Department:**

**Date:**

**Amount:**

### Itemized Expense Descriptions

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Purpose</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS:**

**Total Expense (Dollars):**

---

17
Reimbursements: Expense Forms

UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY, MC: 2302
FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2nd FLOOR, NEW YORK, NY 10027

NON-COLUMBIA*
TRAVEL & BUSINESS REIMBURSEMENT
PLEASE PRINT
ATTACH ALL ORIGINAL RECEIPTS
(except for local subway/bus fares and mileage).

Meeting Date: ____________________
Seminar: _________________________
Full Name: _______________________
Home Address: ___________________
Email Address: ___________________
Telephone: _______________________
Social Security Number (or ITIN or FEIN):
AND, FOR NON-RESIDENT ALIENS,
Visa Type/Number (attach photocopy):

TRANSPORTATION:
AIR/RAIL, ETC $__________
TAXI
PARKING
TOLLS
MILEAGE: _______ miles @ $0.560/mile
HOTEL

OTHER (please specify):

SUBTOTAL: $__________
LESS AMOUNT NOT COVERED: _______
TOTAL REIMBURSEMENT REQUEST: $__________
Rapporteur Responsibilities: Pre-Meeting

• At the start of the Semester:
  • Update and upload to CourseWorks seminar’s email list
  • Understand your responsibilities for your seminar

• In Advance of each Meeting:
  1. Communicate with your Chair:
     • Confirm that Travel Funding was approved, if applicable
     • Understand your responsibilities for your seminar
  2. Communicate with Guest Speaker (if any):
     • Will the guest need:
       – Travel Arrangements. All funding must be approved in advance.
       – Reimbursements. Some foreign nationals are not reimbursable.
       – Audio-visual equipment.
       – Special dietary considerations.
     • Obtain bio & paper for circulation to group, if any
Rapporteur Responsibilities: Pre-Meeting

Communicate with *The University Seminars office*:

- Send confirmed hotel and travel details to Pamela Guardia.
- Confirm date, time and venue (whether meeting in FH or not).
- Send out announcement. Add *univ.seminars@columbia.edu* to email list. Upload announcement to CourseWorks.
- Dinners in Faculty House: Provide catering order 10 days in advance, include any dietary restrictions. Update the day before if necessary. Reserve AV* and parking. Circulate materials or make copies for meeting.
- Dinners outside of Faculty House.
Rapporteur Responsibilities: Meeting

• On the Date of the Meeting:
  – Arrive Early
    • Signs in lobby indicate room assignment. Check meeting room and dinner table in the dining room on the 4th floor.
    • Test Audio-Visual equipment
    • Circulate the Attendance Record and make sure it is properly filled out
    • Circulate any handouts
  – Record the Minutes
  – Dinner:
    • Provide server with the dinner voucher.
    • Collect dinner checks, any Gift (contributions), or parking checks.
    • Return all checks and the dinner receipt to US office in the provided envelope
  – All checks:
    • Payable to Columbia University
    • Have seminar # and either ‘Dinner,’ ‘Gift’ or ‘Parking’ written on the memo line
    • Dinner, parking and and gift checks must be separate checks
    • Gifts are tax-deductible
Rapporteur Responsibilities: Dinner Envelopes
Rapporteur Responsibilities: Post-Meeting

• After the Meeting:

  – **PUT AWAY ALL AV EQUIPMENT**: Neatly and in the original cases. Return *everything* to the 1st floor office.

  – Special AV needs.

  – Submit dinner envelope and original *Attendance Record* to office.

  – Upload the announcement and minutes to CourseWorks.
Rapporteur Responsibilities: Audio Visual
Rapporteur Responsibilities: Audio Visual
Forms Available at UniSem Office

- Reimbursement Forms
- Timesheets
- Attendance Record and Publication Policy Acknowledgement
- AV Instructions
- Seminar Meeting Checklist
- Mailing Forms
Website, Minutes, CourseWorks and The University Seminars Digital Archive

SUMMER HART
Associate Director for Archives, Web Management & Design
sh3040@columbia.edu
The University Seminars Website

universityseminars.columbia.edu
Website Responsibilities:

1. Keep the office updated on schedule changes

The website is meant to be a tool for chairs and members. When you send out a meeting announcement this information is updated in the schedule section by our office. Review the information on the site and keep us updated on any schedule changes.

1. CONFIRM INFORMATION

Confirm with chair(s) that the description and contact information are correct.
The homepage features a slide show of seminar related events, news items, and upcoming events.
On the main navigation bar go to “People.” In the dropdown list you will find “Rapporteurs.”
Here you will find links to pages, policies, and forms for rapporteurs.

RAPPORTEURS

The seminar chair appoints a rapporteur who, under the direction of the chair, performs all the duties required by the central office and the seminar. Rapporteurs are graduate students; on occasion undergraduates provided their appointment has first been approved by The University Seminars Director. Only rapporteurs who are full-time students at Columbia, Barnard, or Teachers College can receive a stipend.

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur’s position may be shared with the chair or another member of the seminar. The University Seminars office, however, considers the rapporteur to be the seminar liaison, and expects the rapporteur to perform certain tasks and prescribed by the Rapporteur Guidelines and Procedures document.

For information on travel and business expenses and reimbursements, please refer to the Meeting Logistics and Reimbursements pages.

New Rapporteur Orientation sessions take place a couple of times a year, usually at the beginning of the fall and spring semesters. If you are unable to attend a scheduled orientation, you will need to contact The University Seminars office to schedule an appointment.

RESOURCES

Bar Schedule
Meeting Logistics
Minutes
Rapporteur Guidelines and Procedures
Reimbursements

TIME ENTRY

Payment Schedule for Rapporteurs
Sample Seminar Timesheet
Seminar Timesheet
Timesheet for Conferences ONLY
Rapporteur Compensation Policy

NEW RAPPORTEURS

Data Sheet
Rapporteur Orientation (FALL 2016)
Waiver
On the main navigation bar you will also find a dropdown for lists of Chairs, Rapporteurs, and Seminars. To search for your seminar, click “List of Seminars.”
# List of Seminars

The list of seminars can be sorted by using the toggle arrows.

## LIST OF SEMINARS

<table>
<thead>
<tr>
<th>Seminar Name</th>
<th>Year Founded</th>
<th>Seminar Number</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Problem of Peace</td>
<td>1945</td>
<td>403</td>
<td>United Nations, international security, conflicts, multinational peacekeeping, humanitarian</td>
</tr>
<tr>
<td>Studies in Religion</td>
<td>1945</td>
<td>405</td>
<td>religion, philosophy, anthropology</td>
</tr>
<tr>
<td>The Renaissance</td>
<td>1945</td>
<td>407</td>
<td>Renaissance, thought, culture, history, interdisciplinary</td>
</tr>
<tr>
<td>Content and Methods of the Social Sciences</td>
<td>1947</td>
<td>411</td>
<td>social science</td>
</tr>
</tbody>
</table>
EIGHTEENTH-CENTURY EUROPEAN CULTURE

Founded
1962

Seminar Number
417

This interdisciplinary seminar hosts leading national and regional scholars who present works-in-progress that explore aspects of eighteenth-century European culture of vital interest and concern to the wider field of eighteenth-century studies. Like our guest speakers, our membership is drawn from a wide variety of institutions and disciplines: history, literature, philosophy, political science, music, history of science, and art, as well as national traditions. The Seminar’s offerings are eclectic, but from time to time our Seminar has hosted special events such as symposia on the 18th-century reception of Classical, Hellenistic, and Late Antique texts (2003) and the intellectual origins of freedom of speech (2007, 2008). Proceedings from the latter recently appeared as a collection of essays edited by former Chair Elizabeth Powers, Freedom of Speech: The History of an Idea (Bucknell University Press, 2011). Most recently, our Seminar has co-sponsored, with the Seminar on Early Modern France, a series of roundtables on new directions in eighteenth-century studies under the rubric of “Literature and History in Dialogue.” Past roundtables have been devoted to concepts of authorship (Fall 2010), eighteenth-century science studies (Spring 2011), and comparative colonialisms and orientalisms (Fall 2011). Our 2012-2013 program marks the Seminar’s 50th year in operation.

Past Meetings

Chair
Professor Kathleen Lubey
kathleen.lubey@gmail.com

Rapporteur
Katherine Bergevin
When an abstract or speaker link is added to the meeting schedule, these links will appear.
Abstract

The abstract will open as a dedicated text box.

The claim that souls have no sex could already boast an impressive pedigree by the 1690s. Adapted by Augustine from classical philosophy and mobilized for feminist polemics by Christine de Pizan, Marie de Gournay, and François Poullain de la Barre, the argument that sexual difference applies only to unthinking bodies, not thinking minds, then gained traction in England through the writings of Mary Astell. But the idea was also popularized in the Athenian Mercury (1691-7), John Dunton’s pioneering question-and-answer periodical. The Mercury catapulted Elizabeth Singer Rowe (1674-1737), introduced in its pages as “The Pindarick Lady” but later rebranded as Philomela, to a literary fame that endured through the nineteenth century. Recent scholarship emphasizes the power of Rowe’s model for eighteenth-century politeness movements and social-reform projects. E. J. Clery, for instance, has read the poet’s involvement in periodical culture as an early stage in a campaign that promoted feminization as moral improvement. I propose, however, that in leaving the Mercury behind, Rowe broke from the sexless-souls position that Dunton had used to justify his attention to women’s writing and concerns. In poetry and letters written after her Mercury moment, Rowe increasingly theorized the soul as feminine and the body, paradigmatically the libertine body, as masculine. Seen this way, her enthusiastic desire to break free from the prison of embodiment takes on a critical edge. Instead of attaining some higher state of sexlessness, ascending to spirit could now mean becoming feminine.
Summary

• Web address: universityseminars.columbia.edu

• Web schedules/questions/corrections go to:
  Summer Hart: sh3040@columbia.edu

• Rapporteur resources are under: main navigation bar/people/rapporteurs

• Sortable lists of seminars, chairs, rapporteurs names and addresses are under:
  main navigation bar/seminars

• Rapporteur responsibilities are:
  - Keep the office updated on schedule changes
  - Confirm information
Minutes and CourseWorks

One of the main functions of your job as rapporteur is to record the minutes from each seminar meeting. These minutes become a part of our Digital Archive and of intellectual history of the University Seminars.

You will find the following on our website on the “Minutes Guidelines” page: http://universityseminars.columbia.edu/resources/minutes/

- Minutes Guidelines
- Minutes Template
- Minutes Naming Convention

Please review these guidelines and the naming convention carefully.
Naming Convention/Content Codes

We have a naming convention established in collaboration with the Columbia University Library. The name of the file provides the Library with metadata to incorporate them into our digitized archive.

Example: 441.AY20132014.0125.m.doc

- Seminar Number
- MMDD (Meeting Date)

The letters “AY” should always proceed the number format for the Annual Year (e.g. “AY20132014” = 2013-2014)

The letter at the end of the file name indicates file content, for instance, “m” in this example indicates minutes. Please note you can also upload speaker’s papers and handouts into the seminars’ subfolder provided that each file is labeled by content type, for example, “h” for handouts, “sp” for speaker’s papers. For announcements use “a”.

COMMON CONTENT CODES

“m” for minutes
“a” for announcements
“sp” for speaker’s papers
“bp” for background paper
“h” for handouts
“e” for email list
CourseWorks: Log in with your Uni and Uni password. Under “My Project / Active Project,” click Project Title “University_Seminars.” Then “Files & Resources” and “Uploads.”
COURSEWORKS
THERE ARE THREE FOLDERS UNDER “UPLOADS”

1. MEETINGS
   • Announcements
   • Minutes
   • Handouts
   • Speaker’s notes

2. SPEAKER’S PAPERS
   • Background papers
   • Speaker’s papers

3. EMAIL LIST
   • Email list of all members

Minutes for meetings are mandatory and will be included in our Digital Archive.

Announcements & Handouts enrich our archive, but their inclusion is not mandatory.

Speaker’s papers are only included with permission from the speaker indicated on the Privacy Acknowledgement Form.
CourseWorks Folders
Meeting Forms

There are two forms that you will have to collect at all seminar meetings. The first is the “Speaker Acknowledgement of Privacy Policy.” Please have every speaker fill this out at every meeting. The second is the “Seminar Meeting Attendance and Privacy Policy.” This form has a check box for your chair to state whether minutes are considered “closed” or “open.” This form is then circulated as a sign in sheet to everyone in attendance.

Return both of these forms to the office after each meeting.
Summary

- Naming convention, naming convention, naming convention

- CourseWorks address: courseworks.columbia.edu

- CourseWorks questions/corrections go to:
  Summer Hart: sh3040@columbia.edu

- Sign in with uni and uni password and go to: “My Project / Active Project,” click Project Title “University_Seminars.” Then “Files & Resources” and “Uploads.”

- Minutes are mandatory.

- Return both the “Speaker Acknowledgement of Privacy Policy” and Seminar Meeting Attendance and Privacy Policy” to the office.
The University Seminars Digital Archive

After five years, minutes of seminar meetings are available to scholars in the Rare Book and Manuscript Library Reading Room, 6th Floor, Butler

This is where your minutes go and why the naming convention is important!
Homepage of Digital Archive

HIGHLIGHTS:

slide show and description, full-text search bar, faceted search buttons
Full-Text Search

**HIGHLIGHTS:**

search within and across documents, use facets to refine
HIGHLIGHTS:

faceted searching through sidebar by seminar number, title, topic, document type, or date range
HIGHLIGHTS:

search within document, full screen, zoom in and out, scroll through pages, meta-data in side bar
HIGHLIGHTS:

Two ways to search by date: bar graph, year search
Summary

- Minutes are added to The University Seminars Digital Archive after five years
- Naming Convention allows library to catalogue collection
- You can search using text or facets
- The archive goes back as far as 1945
- Archive questions go to Summer Hart: sh3040@columbia.edu
Finance and Payroll

GESSY ALVAREZ-LAZAUSKAS
Associate Director, Budget and Operations

ga2030@columbia.edu
212-854-2389
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 must write a justification and sign the timesheet.

• 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 me [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]
International Students

• Be mindful of the dates on your I-20 and student visa. You are not allowed to work past these dates unless you receive an extension. Any changes to your student or immigration status must be reported to our office and to the I-9 office at Kent Hall immediately.

• Example, if your I-20 expires on 5/17/2017 and you’re next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates.
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](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

<table>
<thead>
<tr>
<th>Rapporteur Name:</th>
<th>Genesia Alvarez</th>
</tr>
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<tbody>
<tr>
<td>UNI ID:</td>
<td>ga2030</td>
</tr>
<tr>
<td>Meeting Date:</td>
<td>Monday, September 26, 2016</td>
</tr>
<tr>
<td>Period Covered:</td>
<td>9/9/2016 to 10/9/2016</td>
</tr>
<tr>
<td>Seminar Name:</td>
<td>407 - Renaissance</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$20.00</td>
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</table>

<table>
<thead>
<tr>
<th>Indicate Seminar Meeting Tasks</th>
<th>Hours</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>Email Correspondence</td>
<td>30</td>
<td>1.00</td>
</tr>
<tr>
<td>Travel Arrangements</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Seminar Meeting Day (setup, attendance, taking minutes, and returning AV equipment)</td>
<td>45</td>
<td>2.00</td>
</tr>
<tr>
<td>Seminar Dinner (collection checks for dinner and gifts, attendance at dinner)</td>
<td>30</td>
<td>0.50</td>
</tr>
<tr>
<td>Finalizing minutes</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Hours: 4.50
Total Wages: $170.00

If reporting more than 10 hours of work per seminar meeting, we will need to contact your chair and request an explanation for the extra hours.

Reason:

Chair Name: [Field]
Chair Email Address: [Field]

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, see the NYC Earned Sick Time Act Policy in the Administrative Policy Library at [link].

To obtain an electronic copy of this form, go to: [link].

Go to our CourseWorks page:
https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS
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.”
Paperwork

• Required paperwork for all Rapporteurs is inside your folder. Please submit paperwork before leaving the orientation.

• 2017 Tax Forms are for **first-time** employees or previous employees with a change of address and/or marital status. Federal and New York State forms are required by Human Resources/Payroll. There are two optional forms for those declaring non-residency or exemptions.

• If you have an I-20, visa, and passport, I will need to make a copy before you leave.

• If you are new to the University and have not done so already – visit Kent Hall and fill out an I-9 form.
Thank You and Good Luck!