

How to Fill Out the 2026–2027 Rapporteur Hourly Report

Quick Links

- Onboarding and Payroll Resources:
<https://adminportal.universityseminars.columbia.edu/content/onboarding-work-hours-and-payroll-resources>
- Administrative Portal (use search to find guidelines for all rapporteur administrative tasks including forms, meeting timelines, reimbursements, group meals, travel booking, etc.):
<https://adminportal.universityseminars.columbia.edu/>
- University Seminars Website (This is our external face, built for the public to learn about us and use our seminars): <https://universityseminars.columbia.edu>
- Rapporteur Hourly Report Form link:
<https://form.jotform.com/260425276487161>

 **Important:** Report your hours on a regular basis. Payroll records that are inactive for more than three months may be terminated by Columbia University's Payroll Department without warning. If your employment at other CU departments changes, contact me as soon possible to avoid interruptions.

Before You Submit a Rapporteur Hourly Report

- Make sure you use your **CU email account** — a non-university email will not be accepted.
- Know which **seminar number/name** you worked for (see the full list at <https://universityseminars.columbia.edu/seminars/>). If your seminar isn't listed, select "**Add New**" in the form.
- Know the **dates and exact hours** you worked, rounded up to the nearest 15-minute increment.

Step-by-Step Instructions

Step 1: Enter Your Basic Information

- **Rapporteur Name** – Enter your First Name and Last Name.
- **Email** – Enter your university email address (required).
- **Are you the** – Select one: *Assigned Rapporteur*, *Substitute Rapporteur*, or *Other*.

Step 2: Select Your Seminar

- **Seminar Number and Name** – Choose your seminar from the dropdown list (e.g., "403 Peace," "667 History of Columbia," etc.).
 1. If your seminar isn't listed, click "**Add New Seminar**" and type it in manually.
 2. If you do work specifically with the University Seminars office staff, , type "**Office Work**" as the seminar name.
- **Are you currently working at another CU department?** – Select **Yes** or **No**. This determines which timesheet you need to fill out.
 1. If you answer "No" to the above question, go to **Step 3**.
 2. If you answer "Yes" to the above question, go to **Step 4**.

Step 3: Review the Time Reporting Notice and submit "Summary of Hours"

You'll see a notice explaining that Casual Student Employees must now submit hours directly through the **PAC Time Entry system** on my.columbia.edu.

- Fill out the "Work Hours Summary." This information is needed for reconciliation purposes.
- To report multiple event dates and/or event types, click "**Add Row**."
- Click **Submit** to record your form.
- After submitting this form, you'll be redirected to my.columbia.edu to complete your time entry. Please follow the instructions found in this **job aid**. **Do not postpone this step.**
- **You will not be paid unless you also complete the time entry PAC system timesheet found at my.columbia.edu.**

Step 4: Select What Best Describe You

- If you pick either of the following, go to **Step 5**:
 - I'm also a Teaching/Research Fellow or Assistant; Preceptor; Reader or Grade

- I'm also a Full-time Officer / Staff
- If you pick “I'm also a Multiple Job Casual (paid by the hour)” see **Step 3**.

Step 5: Complete the Exempt Timesheet

The **Total Exempt Hours** field will calculate automatically — you don't need to fill this in yourself.

💡 Reminder: Exempt timesheets should be submitted by the **5th** (for mid-month payment) and/or the **20th** (for end-of-month payment). Check the [Pay Calendar](#) and refer to the "Semi-Monthly" rows for exempt timesheets.

Click **Submit Timesheet**.

Common Mistakes to Avoid

- ✗ Using a personal (non-university) email address
- ✗ Forgetting to select a seminar or add a new one if not listed
- ✗ Forgetting to complete the PAC Time Entry step on my.columbia.edu after submitting
- ✗ Exceeding 15 hours for a seminar without chair justification

Questions? Contact Gesenia Alvarez at ga2030@columbia.edu. Make sure to include your seminar number and name on the subject line of your email.