Blank bi-weekly casual time sheets can be found either in the folder labeled “Blank Time Sheets” in the ISERP reception area on the 3rd floor of the International Affairs Building, or online at http://www.iserp.columbia.edu/administration/procedures/

Employee and supervisor must sign time sheets.

Please leave completed time sheets in the red folder labeled time sheets in the ISERP reception area on the day they are due.

For further information, visit [http://www.iserp.columbia.edu](http://www.iserp.columbia.edu) or contact Jennifer Ward at jw3504@columbia.edu or 212-851-0761.