

**INSTITUTE FOR SOCIAL AND ECONOMIC RESEARCH AND POLICY**  
**Columbia University Bi-Weekly Casual Payroll Schedule**  
**July 2017 – June 2018**

<b>Pay Period</b>	<b>Time Sheets Due (by 5 p.m.)</b>	<b>Pay Day (After Noon)</b>
06/26/17 – 07/09/17	07/06/17	07/14/17
07/10/17 – 07/23/17	07/20/17	07/28/17
07/24/17 – 08/06/17	08/03/17	08/11/17
08/07/17 – 08/20/17	08/17/17	08/25/17
08/21/17 – 09/03/17	08/31/17	09/08/17
09/04/17 – 09/17/17	09/14/17	09/22/17
09/18/17 – 10/01/17	09/28/17	10/06/17
10/02/17 – 10/15/17	10/12/17	10/20/17
10/16/17 – 10/29/17	10/26/17	11/03/17
10/30/17 – 11/12/17	11/09/17	11/17/17
11/13/17 – 11/26/17	11/23/17	12/01/17
11/27/17 – 12/10/17	12/07/17	12/15/17
12/11/17 – 12/24/17	12/21/17	12/29/17
12/25/17 – 01/07/18	01/04/18	01/12/18
01/08/18 – 01/21/18	01/18/18	01/26/18
01/22/18 – 02/04/18	02/01/18	02/09/18
02/05/18 – 02/18/18	02/15/18	02/23/18
02/19/18 – 03/04/18	03/01/18	03/09/18
03/05/18 – 03/18/18	03/15/18	03/23/18
03/19/18 – 04/01/18	03/29/18	04/06/18
04/02/18 – 04/15/18	04/12/18	04/20/18
04/16/18 – 04/29/18	04/26/18	05/04/18
04/30/18 – 05/13/18	05/10/18	05/18/18
05/14/18 – 05/27/18	05/24/18	06/01/18
05/28/18 – 06/10/18	06/07/18	06/15/18
06/11/18 – 06/24/18	06/21/18	06/29/18

Blank bi-weekly casual time sheets can be found either in the folder labeled “Blank Time Sheets” in the ISERP reception area on the 3<sup>rd</sup> 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> or contact Jennifer Ward at [jw3504@columbia.edu](mailto:jw3504@columbia.edu) or 212-851-0761.