**INSTITUTE FOR SOCIAL AND ECONOMIC RESEARCH AND POLICY**

**Columbia University Bi-Weekly Casual Payroll Schedule**

**June 2015 – June 2016**

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| **Pay Period** | **Time Sheets Due (by 5 p.m.)** | **Pay Day (After Noon)** |
| 06/15/15 – 06/28/15 | 06/25/15 | 07/02/15 |
| 06/29/15 – 07/12/15 | 07/09/15 | 07/17/15 |
| 07/13/15 – 07/26/15 | 07/23/15 | 07/31/15 |
| 07/27/15 – 08/09/15 | 08/06/15 | 08/14/15 |
| 08/10/15 – 08/23/15 | 08/20/15 | 08/28/15 |
| 08/24/15 – 09/06/15 | 09/03/15 | 09/11/15 |
| 09/07/15– 09/20/15 | 09/17/15 | 09/25/15 |
| 09/21/15 –10/04/15 | 10/01/15 | 10/09/15 |
| 10/05/15 – 10/18/15 | 10/15/15 | 10/23/15 |
| 10/19/15 – 11/01/15 | 10/29/15 | 11/06/15 |
| 11/02/15 – 11/15/15 | 11/12/15 | 11/20/15 |
| 11/16/15 – 11/29/15 | **11/24/15** | 12/04/15 |
| 11/30/15 – 12/13/15 | 12/10/15 | 12/18/15 |
| 12/14/15 – 12/27/15 | **12/22/15** | 12/30/15 |
| 12/28/15 – 01/10/16 | 01/07/16 | 01/15/16 |
| 01/11/16 – 01/24/16 | 01/21/16 | 01/29/16 |
| 01/25/16 – 02/07/16 | 02/04/16 | 02/12/16 |
| 02/08/16 – 02/21/16 | 02/18/16 | 02/26/16 |
| 02/22/16 – 03/06/16 | 03/03/16 | 03/11/16 |
| 03/07/16 – 03/20/16 | 03/17/16 | 03/25/16 |
| 03/21/16 – 04/03/16 | 03/31/16 | 04/08/16 |
| 04/04/16 – 04/17/16 | 04/14/16 | 04/22/16 |
| 04/18/16 – 05/01/16 | 04/28/16 | 05/06/16 |
| 05/02/16 – 05/15/16 | 05/12/16 | 05/20/16 |
| 05/16/16 – 05/29/16 | 05/26/16 | 06/03/16 |
| 05/30/16 – 06/12/16 | 06/09/16 | 06/17/16 |
| 06/13/16 – 06/26/16 | 06/23/16 | 07/01/167 |

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/>

Time sheets must be signed by employee and supervisor.

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 Katie Naum at ken2115@columbia.edu or 212-851-0761.