COLUMBIA UNIVERSITY
Human Resources

PAC Timesheets

Time Reporters can complete timesheets in PAC and they will electronically route to their managers for approval. This training guide provides detailed information on how to complete timesheets.

Overview

When you access your timesheet, it defaults to the current pay period. Enter and submit your time each day. You can continue updating the timesheet until the end of the pay period and can also edit data (if needed) for the prior two (2) bi-weekly pay periods from the current pay period. Refer to the *PAC Timesheet Processing Schedule* for the submission deadlines per pay period.

Multiple entries can be entered for one day to accurately reflect the hours worked or time taken off away from work. Timesheets, for non-Casual or VHO employees, reflect your scheduled work hours. Your reported time each week should at least equal your scheduled hours.

Managers and Department Time Administrators (DTAs) can also enter and modify your timesheet if needed. You will receive an email notification when anyone approves or modifies your timesheet.

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Time Reporting Codes (TRCs) and their Definitions

A Time Reporting Code (TRC) is a description of the type of time entered on the timesheet. A TRC must be selected for each time row entered. Different employee groups will have different codes available to them as appropriate.

Most often, the "REG" code for Regular Hours will be used for work hours entered. There are also specific codes for holidays.

Below is a view of available TRCs that can be entered. For more information, please speak with your manager or Human Resources representative.

TRC	Description	Use	Support Staff	Casual / VHO
REG	Regular Work Hours	For regular hours worked	X	X
AWOP	Absent Without Pay	If employee has an unexcused or excused absence without pay	X	
CUHO	Columbia University Holiday	Indicates the day is a University-designated holiday, and the employee did not work	X	
HOLD	Holiday Worked + Deferred Day	If employee elects comp time for having worked the holiday	X	
HOLW	Holiday Worked + Regular Day's Pay	If employee worked on a designated holiday and elects to receive additional day's pay	X	
ILPU	In Lieu of Pay Used	Indicates use of the comp time earned for having worked the holiday	X	

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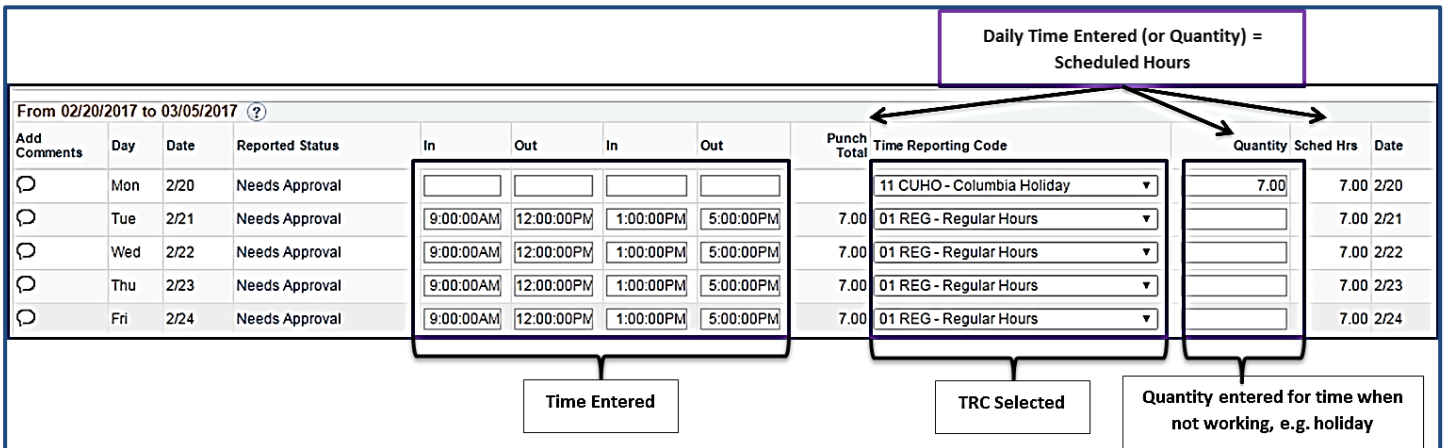
Enter Time into Timesheets

Basic Timesheet Entry

Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the "Submit Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

If you are already in PAC, the menu navigation is: **Self-Service > Time Reporting > Report Time > Timesheet**

Enter Hours Worked into Timesheet

1. **Enter** your begin time, time you left for break, time you returned from break, and your ending time for the day within each 'In' and 'Out' field. For example "9:00 am   12:00 pm   1:00 pm   5:00pm"

2. **Select** the **Time Reporting Code (TRC).** Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. REG-Regular for worked hours.

Daily Time Entered (or Quantity) = Scheduled Hours

From 02/20/2017 to 03/05/2017 ⊘

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
⊘	Mon	2/20	Needs Approval						11 CUHO - Columbia Holiday ▾	7.00	7.00	2/20
⊘	Tue	2/21	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours ▾		7.00	2/21
⊘	Wed	2/22	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours ▾		7.00	2/22
⊘	Thu	2/23	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours ▾		7.00	2/23
⊘	Fri	2/24	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours ▾		7.00	2/24

Time Entered

TRC Selected

Quantity entered for time when not working, e.g. holiday

3. ***Adding a Comment***
   Comments are optional and you can add a comment by clicking the bubble icon in the Add Comments column next the time entry.

   Enter your comment in the field and then click "**OK**".

Add Comments	Day	Dat
⊘	Mon	2/2
⊘	Tue	2/2

ed for 02/22/2017   Personalize | Find | View All | 🖵 | 📷   First ⊕ 1 of 1 ⊕ Last

	Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1	02/22/2017	jc2314	03/30/2017 6:48PM	Time Reporting	☐	Add your comment here, then click OK

Add Comment

OK   Cancel   Apply

4. **Submit** the Timesheet. Click Submit to send the entry to your manager. The entry remains saved on the timesheet in a "Needs Approval" status until approved by your manager. Continue entry and submittal each day of the pay period. You can continue to enter and submit throughout the pay period.

⊘	Sun	3/4	New				

Submit   Clear

Complex Timesheet Entry

Enter Paid Holidays or other TRCs into Timesheet

As seen in the *Basic Entry* section, there are two (2) different methods for recording time on the timesheet. For actual hours worked on the day, fill out the In/Out columns only. For other types of time, use the Quantity column. Refer to the below grid for further specification:

TRC	Description	Use	Timesheet Entry Section
REG	Regular Work Hours	For regular hours worked	In/Out
HOLD	Holiday Worked + Deferred Day	If employee elects comp time for having worked the holiday	In/Out
HOLW	Holiday Worked + Regular Day's Pay	If employee worked on a designated holiday and elects to receive additional day's pay	In/Out
ILPU	In Lieu of Pay Used	Indicates use of the comp time earned for having worked the holiday	In/Out
AWOP	Absent Without Pay	If employee has an unexcused or excused absence without pay	Quantity
CUHO	Columbia University Holiday	Indicates the day is a University-designated holiday, and the employee did not work	Quantity

Note: Once submitted, you can see the total hours entered for the day in the Punch Total column (or Quantity column) and also in the Reported Time Summary on the bottom of the sheet.

Enter Multiple Time Categories within a Day

If your workday consists of multiple types of entered time, it is indicated in the timesheet by entering the number of hours for one Time Reporting Code and then adding a new row to enter hours for another Time Reporting Code. Click the "+" sign to record additional hours worked for a day.

For example, if your day consists of 3 hours worked and 4 hours of taking time off in lieu of pay, it is entered and would appear as follows.

1. Enter the 3 hours worked in the **'In'** and **'Out'** fields for the day, e.g. "9:00 am. 12:00pm"

2. Select the **Time Reporting Code** for the work hours, e.g. REG

3. Click the **"+"** sign at the end of the row to open a new entry row for that same day

4. Enter the quantity of hours for remainder of the work day, e.g.4

5. Select the **Time Reporting Code** for this block of time, e.g. **ILPU –In Lieu of Pay Used**

Tue	2/27	Needs Approval						15 ILPU - In Lieu of Pay Used ▼		4.00	7.00	2/27	⊞
		Needs Approval	9:00:00AM	12:00:00PM			3.00	01 REG - Regular Hours ▼			7.00	2/27	⊞

Enter Multiple Break Times within the Same Workday

If your workday consists of multiple breaks within the same day and you need more fields for entry, create a new row to enter the time. You can enter as many rows of time per type of work/time code using the corresponding Time Reporting Codes as needed.

Wed	2/28	Needs Approval	9:00:00AM	11:00:00AM	12:00:00PM	2:00:00PM	4.00	01 REG - Regular Hours ▼		7.00	2/28
		Needs Approval	3:00:00PM	6:00:00PM			3.00	01 REG - Regular Hours ▼		7.00	2/28

Timesheets and Overtime

You do not need to enter an overtime code if overtime hours are worked. If your reported hours are greater than your scheduled hours, the system will calculate overtime based on the rules outlined in your respective Collective Bargaining Agreement.

Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)
Absence	42.00	35.00	7.00
Regular	31.00		31.00
Total Reported Hours	73.00	35.00	38.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation	3.00		3.00
Time with no Category			

Timesheets and Absences without Pay

The Absence Without Pay (AWOP) TRC is used to account for time that was not worked and that absence time was not available to use so that when all hours are added together, they should at least equal your scheduled hours.

If an AWOP code is entered in one of the prior two pay period timesheets, the hours are accounted for in the timesheet. If an overpayment exists, speak with your manager.

Example below of an AWOP entry. 7 AWOP hours are counted toward the reported hours.

◯	Thu	3/1	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours ▼	
◯	Fri	3/2	Needs Approval						09 AWOP - Absent Without Pay ▼	7.00
◯	Sat	3/3	New						▼	

Submit	Clear

Summary | Absence

Reported Time Summary

Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)
Absence	42.00	35.00	7.00
Regular	28.00		28.00
Total Reported Hours	70.00	35.00	35.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation			
Time with no Category			

Timesheets and Absences

You can also enter absences through the timesheet as well as a partially worked day along with a partial absence event.

See *the Entering Absences on a Timesheet* section of this guide for steps on entering absences in a timesheet and examples.

Submit a Timesheet

Each time you complete an entry on the timesheet, click 'Submit' to save it on the timesheet and submit it to your manager for approval.

Before final submission for the pay period, review your timesheet to ensure you have accounted for all scheduled hours.

To submit a timesheet:
1. Click the **'Submit'** button on the bottom of the timesheet

2. Click the '**Ok'** button for the Submit Confirmation message. The timesheet routes to your manager for approval. The Reported Status is now "Needs Approval". Once your manager approves it, the status will change to "Approved".

You can edit a submitted or approved time entry and submit it again for review up until the submission deadline for the pay period.

Viewing Time Entry Status

To view the workflow status of a time entry, click the link in the Reported Status column and the Timesheet Approval Monitor appears.

Here you can view the chronological actions taken for each item.

Editing a Timesheet Entry

Timesheet edits can be made to the current and prior two (2) pay periods.

In the current pay period: You can edit a timesheet during the current pay period even if has already been submitted or approved. Changes can be made until the submission deadline for the pay period. Simply **update** the entries and '**Submit'** the timesheet again before the deadline and it will route to your manager for approval.

In prior pay periods: Navigate to the timesheet using the calendar or navigation links on the Timesheet Entry page. Make any required **updates** to the selected timesheet and **Submit** it and it will route to your manager for approval.

For prior processed pay periods greater than the past two pay periods, contact your manager/DTA.

Correcting a Returned Timesheet

If a question arises on a time entry, managers can **Push Back** an item to indicate that it requires a change or needs to be removed. If this occurs, you will receive an email that your timesheet was modified and you can log in directly from the email to review it.

1. Review your manager's comment in the **Comments** field next to the 'denied' or 'pushed back' item
2. ***Delete*** the denied or pushed back item by clicking on the **"-"** sign at the end of the row and then **"yes"** to confirm removal. *You must delete the pushed back/denied row and then re-enter the time for that day
3. *If a re-entry is needed,* re-enter the correct time data and submit the timesheet

Pushed Back absences can also be edited through the absence tab beneath the timesheet.

A manager can also make edits directly in your timesheet. You will receive a notification email if someone else modifies your timesheet.

Key Timesheet Entry Points

➢ Casual employees and Variable Hours Officers are paid per the approved time entered

➢ All other time reporters _must ensure_ the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if you work overtime

➢ When entering time into the In and Out fields, use the colon ':' and add **am or pm** to clearly indicate the time of day. E.g. 9:00am or 5:30pm

➢ Total hours are calculated based on the exact times entered **(the system does not round)**

Enter Absences into the Timesheet

You can submit absence requests directly from the timesheet page using the Absence tab beneath the timesheet.

To request an absence outside of the current pay period, use the Absence Request page. See the "*Entering Absence Requests Training Guide*" for steps.

If there are partial hours worked entered before an absence on the same day:

1. Enter the hours worked in the 'In' and 'Out' fields.
2. Enter the absence via the Absence tab or Absence page and it will insert itself into the appropriate day on the timesheet. You do not need to click the "+" sign when entering in this order.

If a partial day absence is entered before worked hours on the same day

1. Enter the absence via the Absence tab or Absence page and it will insert itself into the appropriate day on the timesheet.
2. Click the "+" sign to open up a new row for that same day.
3. Enter the hours worked in the 'In' and 'Out' fields.

In the Absence tab of the timesheet, below the section where the employee can record an absence take, there is a balance section. Employees should review this section against the request being submitted to determine if he/she has the balance to accommodate the request. If yes, employee can submit the request. If no, employee should not submit the request.

Request Absences in the Timesheet

1. Click the **Add Absence Event** tab on the bottom of the timesheet

2. Select the **Start** and **End Date** for the absence

3. Select the type of absence from the **Absence Name** dropdown menu, e.g. **Vacation**

4. *Click the **Details** link and the Absence page opens. *you must click the **Details** link in order to submit the request

5. Review your balance data. For vacation and personal day absences, three displays of absence balances appear for the type chosen:
   a. balance as of the last time the absence process ran - *only this balance is shown when absences are submitted through the Timesheet*
   b. estimated balance through the request dates
   c. estimated balance through the Fiscal Year

6. Click the **Calculate Duration** button and then **OK**. For partial absence events, see next section.

7. Click **Submit**. The total hours and type of absence now appear in the appropriate line item on the timesheet.

This example shows the Absence section at the bottom of the timesheet where the request is made.

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
02/08/2018	02/23/2018	Vacation	12.00	Days	Details	Needs Approval	Approval Monitor	Employee Absence Request	☐	Edit
03/02/2018	03/02/2018	Vacation	1.00	Days	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit

Add Absence Event

Once submitted, the absence appears in the correct day on the timesheet with the number of hours used for the absence request.

Fri	3/2	Needs Approval					VAC21 - Vacation - Union-2110	7.00	7.00	3/2

Request a Partial Day Absence

If your workday consists of a partial absence event *and/or* a partial amount of worked time or another partial absence event, it is entered as follows.

1. Begin the absence entry as in steps 1 – 5 above but before calculating the duration of the absence, first indicate the partial hours as follows.

2. In the **Partial Days** dropdown menu, select the best description for the time you will be out, e.g. Start Day Only or All Days

3. Enter the number of hours for the absence in the Start and/or End Day Hours fields, as applicable, e.g. 3

4. Click **Calculate Duration, OK** then **Submit**. The partial hours and type of absence now appear on the timesheet.

5. If the remainder of the **partial day consists of Regular hours**, click the **"+"** sign next to the partial absence event (on the timesheet) and a new row opens for that day. Now you can enter the hours worked into the **'In'** and **'Out'** fields. E.g. A 4-hour timespan added to the 4 hour absence for a total of 7 hours for the day

6. If the **remainder for the day consists of another type of absence**, follow steps 1 – 4 above to select the type of absence and hours for that same day. E.g. 3 hours NYC Sick plus 4 hours vacation

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Absence Detail ⑦

*Start Date 02/22/2018 📅	View Monthly Schedule
End Date 02/22/2018 📅	
Filter by Type All ▼	
*Absence Name Personal Day ▼	Current Balance as of 11/30/2017 2.95 Days
	Balance Through this Request 3.39 Days *
	Balance at 06/30/2018 4.39 Days
Partial Days Start Day Only ▼	
Start Day Hours 4.00	
Duration 0.57 Days	
Calculate Duration	Current Balance is the most-recent date absences were processed
	*Includes earned time off

Editing Absences on Accessible Timesheets

Absences can be edited on the timesheet. Following are several example of different types of edits that can be made.

Cancel an Absence Request on the Timesheet

Cancelling an absence is best used when work hours should be entered on the timesheet in place of the absence. Once an absence is cancelled, the *same type of absence* cannot be resubmitted even if it for a partial day. You could submit a different type of absence but not the same as the one that was cancelled. To cancel an absence:

1. Click the **Edit** button for the absence item and then check the **Cancel** box (next to the Edit button).
2. Submit the Timesheet and it will be removed from the day's entry and indicated as Cancelled in the Absence Section. See the 3/2 entry example below.

If another absence request is submitted for the same type, for the same day as the cancelled absence, the system will not accept it.

A different absence type can be submitted for the same day. In this example, a NYC Sick absence was submitted the same day as a cancelled vacation absence.

Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
03/02/2018	03/02/2018	Sick - NYC Sick Leave	7.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit
03/02/2018	03/02/2018	Vacation	1.00	Days	Details	Cancelled	Approval Monitor	Employee Timesheet	☐	Edit

Change an Absence Type on the Timesheet

You can edit the absence type for a submitted absence if you need to change the type of absence. As long as there is not a cancelled absence for the same type on the same day, it can be submitted.

1. Click the **Edit** button for the absence item and the Dates and Absence Type selection fields open
2. **Select** the new absence type from the "Absence Name" drop down list
3. Click **Yes** to the confirmation message that appears
4. **Submit** the timesheet

02/26/2018	02/26/2018	Vacation ▾	1.00 Days	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit
		Bereavement Jury Duty Personal Day							
03/02/2018	03/02/2018		1.00 Days	Details	Cancelled	Approval Monitor	Employee Timesheet	☐	Edit
03/02/2018	03/02/2018	Select Absence Name Sick Sick - NYC Sick Leave	7.00 Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit
03/02/2018	03/02/2018	Vacation	1.00 Days	Details	Cancelled	Approval Monitor	Employee Timesheet	☐	Edit

Now it is displayed as the new type (e.g. Personal Day) in the Absence section and in the timesheet day entry.

⊙	Sat	2/24	New						▾		0.00	2/24
⊙	Sun	2/25	New						▾		0.00	2/25
	Mon	2/26	Needs Approval					PD - Personal Day		7.00	7.00	2/26

02/26/2018	02/26/2018	Personal Day	1.00 Days	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit

Change the Date(s) for an Absence on the Timesheet

You can edit the absence date(s) for a submitted absence if needed. As long as there is not a cancelled absence for the same type on the same day, it can be submitted.

1. Click the **Edit** button for the absence item and the Dates and Absence Type selection fields open
2. **Enter** the new dates for the absence
3. **Submit** the timesheet

In this example, a Personal Day absence was submitted for 2/19.

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
	Mon	2/19	Needs Approval						PD - Personal Day	7.00	7.00	2/19

From 02/19/2018 to 03/04/2018

Absence Events   Personalize |
Absence Take

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
02/19/2018	02/19/2018	Personal Day	1.00	Days	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit

The edit button was pressed and the new date of 2/20 for the absence entered. When submitted, the absence now appears for 2/20.

From 02/19/2018 to 03/04/2018

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
💬	Mon	2/19	New						▼		7.00	2/19
	Tue	2/20	Needs Approval						PD - Personal Day	7.00	7.00	2/20

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
02/20/2018	02/20/2018	Personal Day ▼	1.00	Days	Details	Needs Approval	Approval Monitor	Employee Timesheet	☐	Edit

Change an Absence to a Partial Day Event on the Timesheet

You can edit the absence date(s) for a submitted absence if needed. As long as there is not a cancelled absence for the same type on the same day, it can be submitted.

1. Click the **Edit** button for the absence item
2. Click the **Details** link (the absence page is now displayed)
3. **Modify** the request to reflect the correct partial absence details
4. Click **OK** to return to the Request Details page
5. **Submit** the timesheet

In this example, the 1-day vacation absence submitted for 2/21 needs to be updated to a 4-hour vacation absence.

| 02/21/2018 | 02/21/2018 | Vacation | 1.00 Days | Details | Needs Approval | Approval Monitor | Employee Timesheet | ☐ | Edit |

Absence Detail ?

*Start Date 02/21/2018
End Date 02/21/2018
Filter by Type All
*Absence Name Vacation
Partial Days None
Duration 1.00   Days

The partial absence information was updated to reflect a 4-hour vacation absence.

Absence Detail ?

*Start Date 02/21/2018
End Date 02/21/2018
Filter by Type All
*Absence Name Vacation
Partial Days Start Day Only
Start Day Hours 4.00
Duration 0.57   Days

The timesheet is updated. Remember to enter the remaining time (work, absence or other) for the day to make the entry complete.

| | Tue | 2/20 | Needs Approval | | | | PD - Personal Day | 7.00 | 7.00 2/20 | ⊟ |
| | Wed | 2/21 | Needs Approval | | | | VAC21 - Vacation - Union-2110 | 4.00 | 7.00 2/21 | ⊞ |

| 02/21/2018 | 02/21/2018 | Vacation | 0.57 Days | Details | Needs Approval | Approval Monitor | Employee Timesheet | ☐ | Edit |

Denied Absences on the Timesheet

If a manager denies an absence, the *same type of absence* cannot be resubmitted even if it is for a partial day. This is the same functionality as when cancelling an absence yourself. You could submit a different type of absence but not the same as the one that was cancelled.

If you need to enter work hours for a denied absence day, click the **+** sign at the end of the row and enter the data.

	Tue	2/20	Denied					PD - Personal Day	7.00	7.00	2/20	⊞

If you need to enter a different absence type for the day, follow the absence request steps to submit it.

	Tue	2/20	Denied					PD - Personal Day	7.00	7.00	2/20	⊞
			Needs Approval					VAC21 - Vacation - Union-2110	7.00	0.00	2/20	⊞

Absence Edits on the Timesheet for Prior Processed Pay Periods

To *add an absence for a prior pay period,* navigate to the Absence module to make the update. Reference the *Absence Training Guide* for more information.

If the new absence occurs within the prior two pay periods, ensure any time entries are updated as needed on the timesheet now that an absence was entered.

To *modify an absence* for a prior pay period, please speak with your manager or Department Time Administrator (DTA).