Managing PAC Timesheets and Absences – Training Guide

Visit the PAC Time and Absence page on the HR Website for more information.

Managing PAC Timesheets and Absences

As a manager, you are responsible for reviewing and approving timesheets and absences for your direct reports. Timesheets are processed bi-weekly (for bi-weekly time reporters and timesheets must be approved by the pay period deadline). Absences are processed per pay period (for semi-monthly and bi-weekly) and absences must be approved by the pay period deadline).

Overview

Timesheets

When an employee accesses their timesheet, it defaults to the current pay period. They enter and submit time each day and until the end of the pay period and can also edit data (if needed) for the prior two (2) pay periods. Reference the *Bi-Weekly PAC Timesheet Processing Schedule* to see the submission and approval deadlines by pay period.

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

As a manager, you can also enter and modify an employee's timesheet if needed. They will receive an email notification when anyone approves or modifies their timesheet

Absences

Employees submit absence requests through the absence page in PAC. Time reporters can also submit absences through their timesheets. When employees submit absences, managers receive email notifications to review and approve. Absences approved by the pay period deadline are processed; subtracting time off taken from the employee's absence balance and adding earned time to the balance. Reference the Paid Time Off Calculation Section for timing details when specific absence balances are updated.

Reference the *PAC Absence Processing Schedule* (semi-monthly and bi-weekly) respectively, to see the submission and approval deadlines by pay period.

Absence data can be retroactively entered for a period up to 180 days* prior from the last absence processing finalization. If your department uses the *Quarterly Closeout Process, absences can only be entered retroactively through the current quarter.

As a manager, you can also enter an employee's absence if needed. Employees receive an email notification when anyone approves or modifies their absences.

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PAC Time and Absence Defined

What are PAC Time and Absence?

PAC Time and Absence are modules within PeopleSoft that allow employees to enter timesheets and time off requests directly into PAC. These entries then route to the employee's manager to review and approve. Managers can also edit, cancel, deny or push back requests to employees if needed.

Entering time directly into PAC allows timesheet data to feed directly to payroll and eliminates the need for additional entry into FFE. Absence Management allows employees to enter time off and see balances for vacation, sick and personal days at the end of each pay period. It also ensures that the University has accurate estimates for these paid time off categories.

What is Paid Time Off?

Paid time off includes absences for which an employees is paid. The types of absences, the amount of time off received for each and how they are earned or accrued varies based upon the employee type, length of time employed and University policy.

Examples include vacation, personal time, sick time, bereavement and jury duty. Some union employees also receive time off for marriage, birth or adoption events. Note: for purposes of the Time and Absence system and this training, paid time off does not include leaves of absence.

Additional information on eligibility and accrual of paid time off can be found in the HR Manager Toolkit on the Columbia University Human Resources web site.

Paid Time Off Calculations

How is Paid Time Off Calculated and when is it added to the Employees' Absence Balance?

Use this chart when reviewing balances to determine when days are added.

To view the various university leave policies for officers, refer to the "Time Off Work" policies in the Policy Library and the Union Collective Bargaining Agreements on the HR Website for union employees.

Paid Time Off	Officers	Support Staff	Casuals and Variable Hour Officers
Vacation	Credited at the end of each calendar month, based on completed month of service and total length of service	Credited at the end of each calendar month, based on applicable Collective Bargaining Agreement (Union) or policy (NUSS)	Not Eligible
Personal Day	Credited at the end of each semi-monthly pay period, based on the employee's benefits service date	Credited at the end of each bi-weekly pay period, based on the employee's union service date (union) or benefits service date (NUSS)	Not Eligible
Sick	See Salary Continuation policy	During first year of employment: employees are credited at the end of each pay period, based on applicable Collective Bargaining Agreement (Union) or policy (NUSS) and their service date. Following one year of employment: employees are credited their full entitlement at the end of the pay period following their anniversary date.	Not Eligible
NYC Sick	40 hours credited at beginning of each fiscal year (7/1/2XXX) or at time of hire, and then at beginning of each fiscal year.	40 hours credited at beginning of each fiscal year (7/1/2XXX) or at time of hire, and then at beginning of each fiscal year.	Credited at end of each bi-weekly pay period based on accrual rate of one hour for every 30 hours worked.

Absence Entitlements and Takes Schedule

For Officers of Administration, the chart below shows the general schedule for crediting entitlements (when added to the balance) and debiting absences (when deducted from the balance) taken. Absences taken are decremented each pay period. Personal days* are earned at the end of the pay period in which the employee earns it based on their Benefit Service Date or Union Seniority Date. Vacation days are earned based on a completed month of service, and are added after the month has ended.

*Absences taken will always be processed before an earned personal day is added. This is to ensure the employee does not lose an earned day over the maximum of three days if the employee took a day in the same month the 4th day is earned.

Task Description	Frequency	Entitlements Processed	Takes Processed
1st Semi-Monthly Absence Calculation	Semi-Monthly	Personal Day	Vacation Personal Day* Sick NYC Sick Jury Duty Bereavement
2nd Semi-Monthly Absence Calculation	Semi-Monthly	Personal Day	Vacation Personal Day* Sick NYC Sick Jury Duty Bereavement
Monthly Vacation Entitlement Calculation	Monthly	Vacation	N/A

*Personal Day absence takes will be processed *before* the entitlement

More about Personal Days

Personal days are calculated and added to employees entitlements differently than vacation days are added because they are earned based upon the employee's Benefits Service Date (BSD) for Officers of Administration and Non-Union Support Staff (NUSS) or Union Seniority Date (USD) for Union-2110 and Union-1199 employees. The total number of days earned is dependent upon the campus where the employee works, three (3) days per anniversary year at Morningside and two (2) days per anniversary year at CUMC.

Here are key points about how Personal Days are calculated, accounted for and processed.

- Personal day entitlements will be credited at the end of each semi-monthly pay period based on the employee's Benefits Service Date (BSD) for Officers.
    - If the BSD falls within the first half of the month (1st -15th), the personal day will be earned after the first semi-monthly absence calculation
    - If the BSD falls within the latter half of the month (16th – month end), the personal day will be earned after the second semi-monthly absence calculation
- Personal day entitlements will be credited at the end of bi-weekly pay period based on the employee's Union Service Date for union employees or Benefits Service Date for Non-Union Support Staff.
- Personal day absence requests cannot be negative.
    - Officers of Administration Only. If a personal day request is entered that brings the balance below zero (0), the request will be processed but will decrement the vacation balance instead
    - Managers should review each request and run the *Negative Balance Report* to approve/deny/push back accordingly
    - For Time Reporters. Time in excess of the employee's available balance will not be processed, and this could impact the employee's pay for the period.
- For Officers of Administration ONLY. If an employee has a zero (0) personal day balance, takes a personal day take for the period, and is also earning a personal day entitlement for that period:
    - the personal day absence will first deduct from the vacation balance
    - vacation balance will go down by the total amount of approved personal day absences for that period
    - personal day balance will display as one (1) because the employee will then have earned his/her personal day entitlement in the same period

For more information, visit the T*ime Off Work Policies* page in the policy library.

More about Vacation Time for Absence Only Reporters

Vacation days are calculated based upon the employee type and their length of employment.

Key Points:

- Employees are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Paid time earned during the current pay period will be available to use in the following period
- Absence time is credited to the employee's balance via a process run after the 2nd semi-monthly process
- Absence Reporter Only employee's vacation balances can go negative up to ten (10) days

For more information on Time Off at Columbia, visit the T*ime Off Work Policies* page in the policy library.

Absence Balances for New, Transferred and Returning from Leave Employees

Absence Earning Proration

For new hires:

When a new employee is hired into a department using the PAC Time and Absence system during a month, the *absence entitlements earned will be prorated based on the partial month worked and the employee's eligibility for absence entitlements.* The amount is system calculated based on the total scheduled working days and the total number of active days for the employee for the given month. This prorated amount is added to the employees balance when the absence process runs.

For employees transferring into a department using PAC Time and Absence:

When an employee transfers into a department using PAC Time and Absence from another department, *the balances as of the start date in the new department must be manually added to the employees balance*.

To update the employee's balance, the department administrator should obtain the employee's absence balances from the transferring department and submit an incident to Service Now requesting the employee's existing vacation, personal, NYC sick, and sick time balances be added to the record. The employee will see their adjusted balance after the absence process runs at the end of the pay period.

For employees returning from a leave of absence:

Paid Leave

1) For Officers who are on a paid leave of absence, they will receive entitlement accrual for days 1-29 of Paid Leave; there will be no entitlement for days 30 and beyond

2) Union and NUSS will continue to earn/accrue entitlements for the duration of their paid leave

Unpaid Leave

1) No employee will be eligible to earn/accrue entitlements while out on an unpaid leave of absence

2) Union and NUSS will earn a prorated vacation entitlement for the month in which the employee goes out/returns from unpaid leave

The WorkCenter

This is the *WorkCenter* lesson of the *Managing Timesheets and Absences in PAC, PAC Time and Absence* course. Upon completion of this lesson, you will be able to:

- Navigate to and Identify the tabs and functionality within the WorkCenter
- Locate where absence and time information can be found for your direct reports
- Use the Monthly Absence Calendar

Estimated Time to Complete Lesson: 10 minutes

WorkCenter Overview

The Time and Absence WorkCenter is a centralized location where managers and DTAs can view and perform time and absence activities. It works as a dashboard providing a monthly calendar view of absences, convenient links to approve and view your employee's and your department's absences and timesheets, and access to delegation and reports.

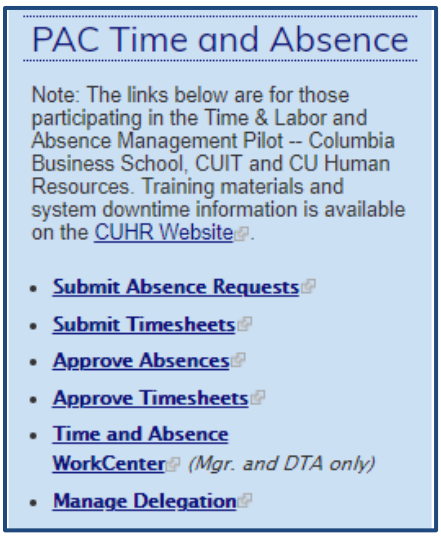
Log in to PAC Time and Absence

1. Open your browser and navigate to my.columbia.edu
2. Click "Log In Now"
3. Enter your UNI and Password
4. Click "Login." You are on the Faculty and Staff page
5. Click the "WorkCenter" link in the *PAC Time and Absence* section

Access the WorkCenter

The WorkCenter is located in PAC which you access from the myColumbia portal. Direct links to pages are located in the "PAC Time and Absence" section on the Faculty and Staff page.

The navigation to access the WorkCenter when already logged into PAC is: **Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter**.



The WorkCenter Landing Page – The Monthly Absence Calendar

The default view when accessing the WorkCenter is the Monthly Absence Calendar where you can quickly view your direct reports absences. Tabs across the top provide access to the *Monthly Absence Calendar*, *Pending Approvals, Manage My Team* and *Manage My Department (DTA Only)* functionality.

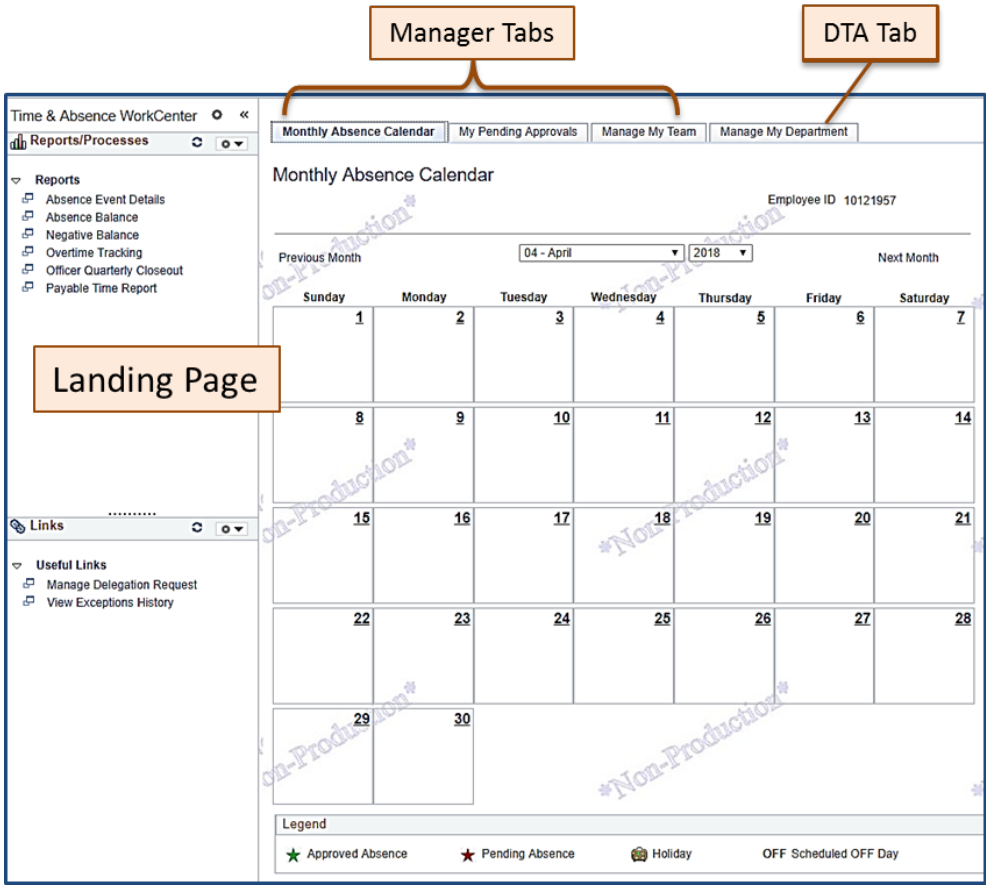
Once a tab is selected, sub-tabs appear for more detailed transactions and views.

The left hand side of the page provides additional features:

Reports - links to Time and Absence Reports.

Useful Links – links to other Time and Absence activities.

Time & Absence WorkCenter Heading – Click this link on the upper left hand side of the page to return to the Monthly Absence Calendar (default view).



Monthly Absence Calendar

For managers of direct reports, this page provides your employee's absences at-a-glance from a single page view as well as a convenient way to approve pending absences. DTAs without direct reports will not see absence data.

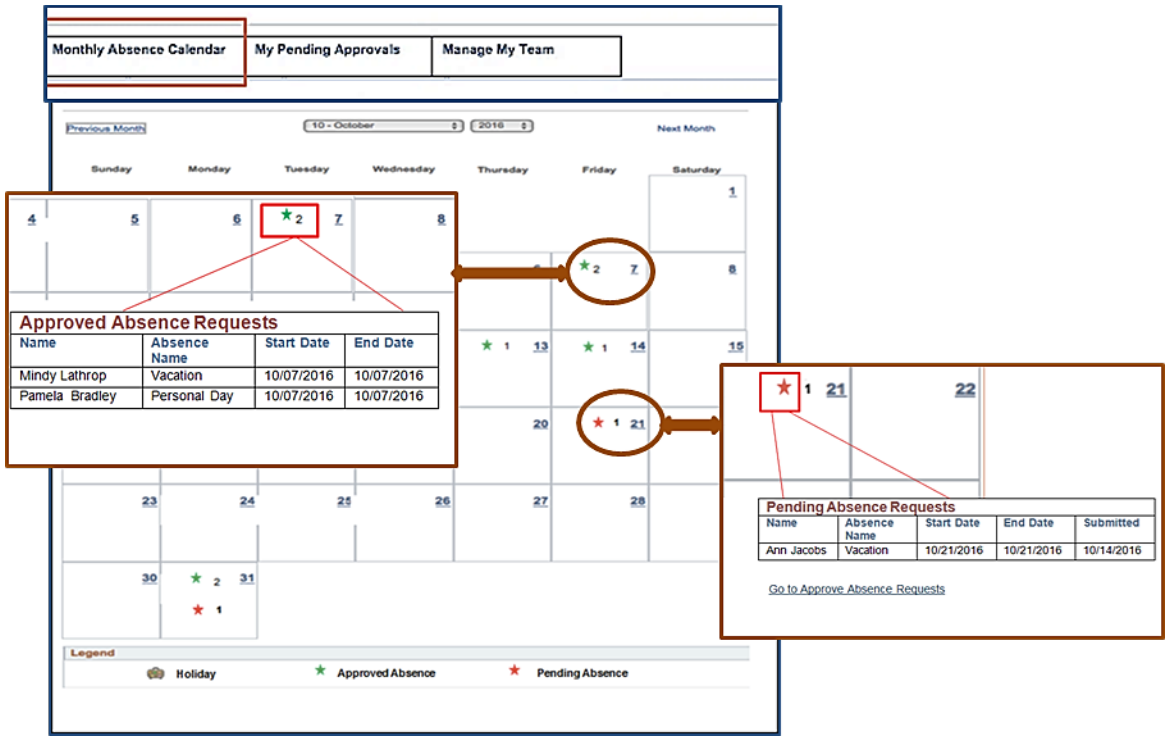
The calendar defaults to the current month but can be changed by selecting a different month/year at the top of the page.

There are three icons on the calendar that allow you to easily identify:

- Approved Absences – noted with a green star. Click the green star and a pop-up box appears showing the number of employees who have an *approved absence* for that day. This is view only and no actions can be taken
- Pending Absences - noted with a red star. Click the red star and a pop-up box appears showing the number of employees who *requested absences* for that day
- Holiday – University holidays are noted with a suitcase

To Review a Pending (Submitted) Absence: Click the red star and a pop-up box appears showing the employees who requested the absence for that day (absences that are in submitted status). Click the Go to Approve Absence Requests link in the pop-up window and you will be taken directly to the Approve Absence Request page, where you can see the complete list of all pending requests to review the request.

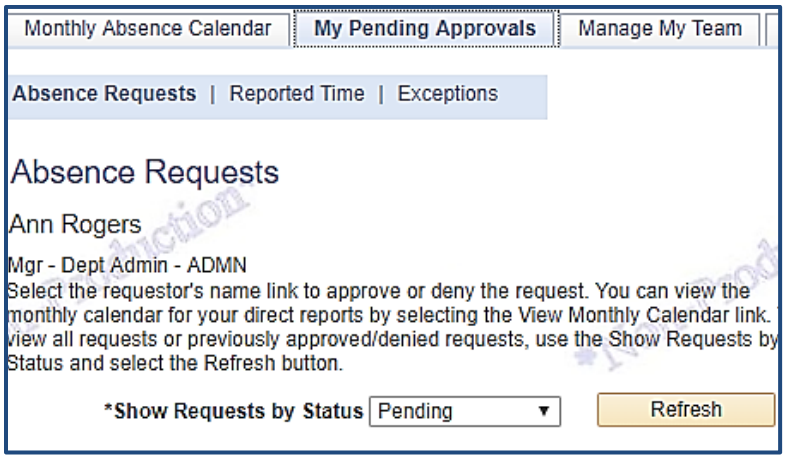
To return to the monthly calendar, click the Return button or the "X" at the top right of the pop-up page.



My Pending Approvals

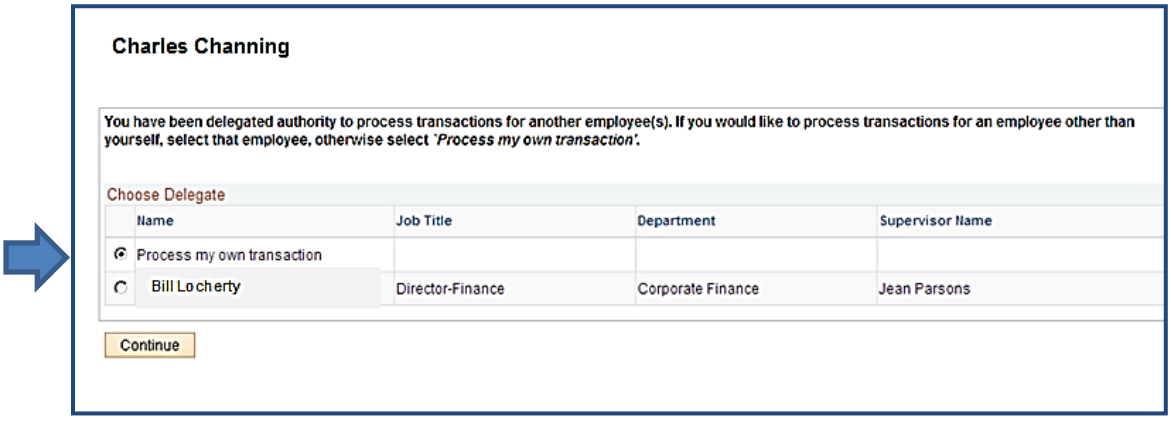
The "My Pending Approvals" tab contains sub-tabs where managers review submitted Absences, Timesheets and Exceptions directly within the WorkCenter page.

Absence Requests – Click this tab to review pending (submitted) absence requests from your direct reports.



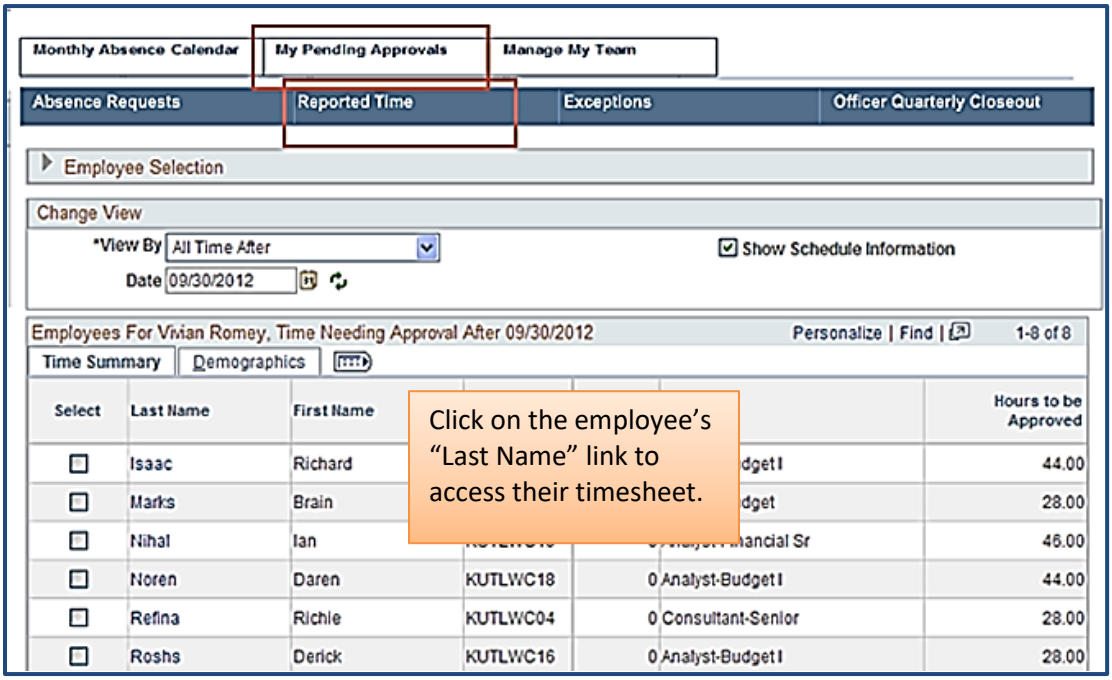
Pending Absences and Delegation

If you are a proxy for another manager - You will only see pending requests from your direct reports show on the calendar. If another manager delegated their time and absence responsibilities to you, your will not see their direct reports on the calendar. If you are acting as a proxy, once you click the "Go to Approve Absence Request" link in the pop-up window, you will be asked to make a selection for processing your own transactions or those who were delegated to you.

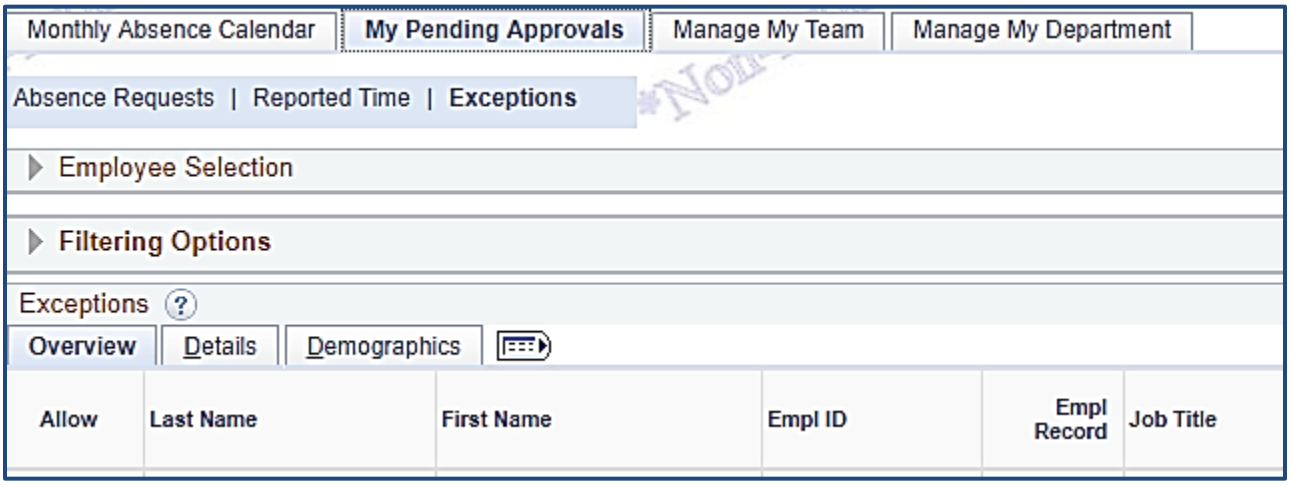


If you delegate to another manager - You will not see any pending requests from your direct reports during the period of delegation as they are in your proxy's queue. However, once the proxy approves the request, it is reflected and can be seen on your monthly calendar.

Reported Time – Click this tab and all your direct report's reported timesheets for your review are accessible.



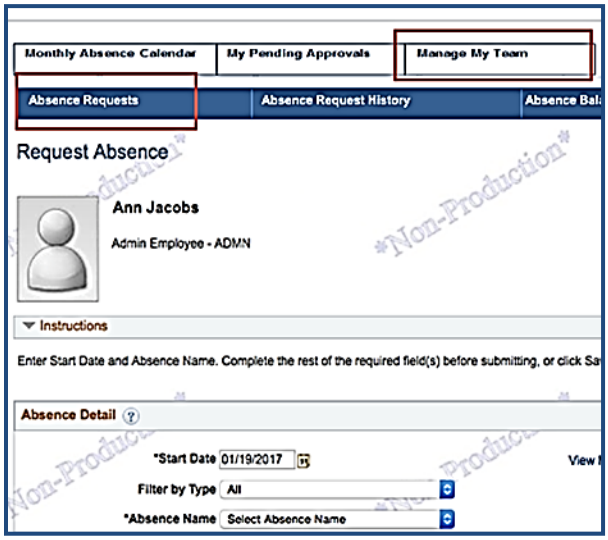
Exceptions – Click this tab to review and resolve and timesheet exceptions that generated from an employee's submission. Exceptions noted as "high" must be resolved for the employee's pay associated with that exception to be processed.



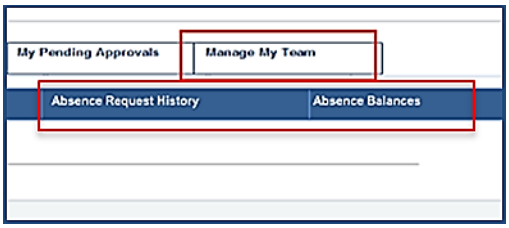
Manage My Team

The "Manage My Team" tab contains sub-tabs where managers can view and submit Time and Absence events on behalf of their direct reports within the WorkCenter without having to navigate to the individual pages.

Absence Requests – Click this tab and the "Absence Requests" page appears where you can submit absence requests on behalf of your direct reports.



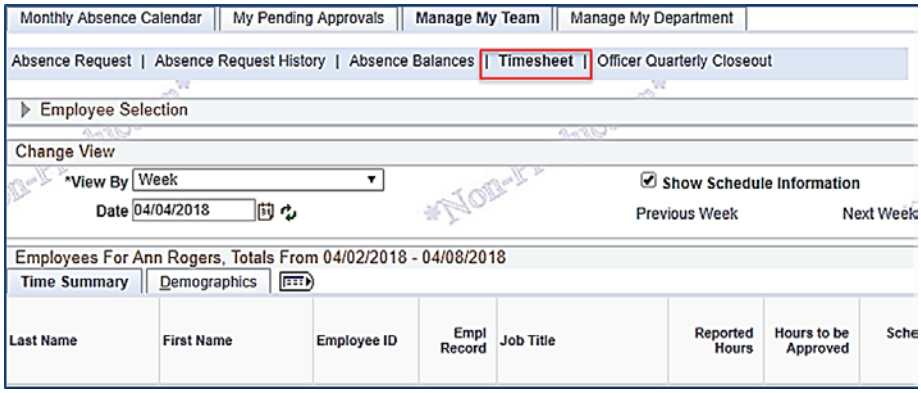
Absence Request History – Click this tab and the "Absence Request History" page appears where you can view the absence history of your direct reports.



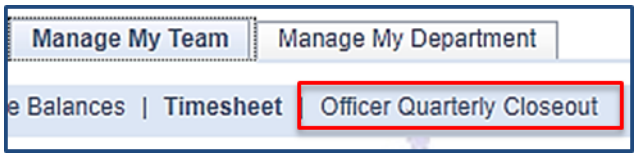
Absence Balances – Click this tab and the "Absence Balances" page appears where you can view the absence balances of your direct reports.

Timesheet – Click this tab and the "Timesheet Summary" page appears where managers can submit time entries on behalf of their direct reports (manager default).

Important! DTAs can view, modify and submit timesheets. ***They cannot approve or reassign timesheets to another manager***. If a DTA submits a timesheet, it routes to the manager to approve. If a timesheet must be reassigned to another manager to approve, submit an incident via Service Now for HRPC to perform the reassignment.

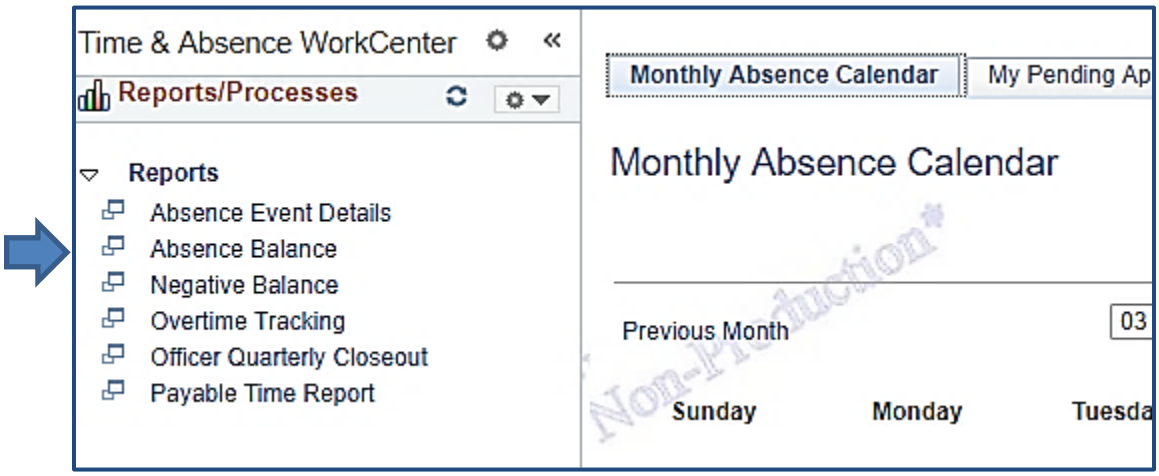


Officer Quarterly Closeout – For departments using this feature. See the Officer Quarterly Closeout section for more information.



Time and Absence Reports

Time and Absence reports assist with the reviewing and reporting needs of managers and DTAs. They are easily accessible through the WorkCenter and the report links are located on the upper left hand side of the page. See the upcoming Time and Absence Reports section for detailed information.



Useful Links

On the bottom left hand side of the page are convenient links to other pages for Time and Absence activities.

- Manager Delegation Request – where you can delegate your time and absence activities and review/accept activities delegated to you
- View Exceptions History – where you can view a historical listing of exceptions

Managing Absences

As a manager, you are responsible for reviewing and approving absence requests for your direct reports. In addition to approving, you can also submit an absence for a direct report or push back an entry for correction.

High Level Process – Overview

Ongoing

Absences must be approved by the absence processing deadline for the pay period to be reflected in the employee's history and balance at the end of the pay period.

Absence Only Reporters Approval Deadline: Access the PAC Semi-Monthly Absence Processing Schedule:

- Employee absence submission/manager approval deadline is 5pm on the listed deadline day

July 2017 – June 2018 Semi-Monthly PAC Absence Processing Schedule

Employee Absence Submission/Manager Absence Approval Deadline–5pm	Payroll Period Begin	Payroll Period End	Check Date	View Updated Absence Balances on Web
Thursday, March 15, 2018	3/1/2018	3/15/2018	3/15/2018	3/17/2018
Friday, March 30, 2018	3/16/2018	3/31/2018	3/30/2018	4/3/2018*
Friday, April 13, 2018	4/1/2018	4/15/2018	4/13/2018	4/17/2018
Monday, April 30, 2018	4/16/2018	4/30/2018	4/30/2018	5/3/2018*
Tuesday, May 15, 2018	5/1/2018	5/15/2018	5/15/2018	5/17/2018
Thursday, May 31, 2018	5/16/2018	5/31/2018	5/31/2018	6/2/2018*
Friday, June 15, 2018	6/1/2018	6/15/2018	6/15/2018	6/19/2018
Friday, June 29, 2018	6/16/2018	6/30/2018	6/29/2018	7/3/2018*

*Note: vacation time earned is applied to the employee's balance following the second semi-monthly pay period in a month.

Time Reporters Absence Approval Deadline: Access the PAC Bi-Weekly Timesheet Processing Schedule:

- Employee timesheet submission is 12 noon on the listed deadline day (*usually* Fridays)
  - **Note**: Absence requests must be approved before 12 noon on the timesheet deadline to be included for processing in the pay period

July 2018 – June 2019 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (12 PM)	Manager Timesheet Approval Deadline (12 PM)		Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 06, 2018	Friday, July 06, 2018		06/25/2018	07/08/2018	07/13/2018	07/10/2018 – Personal/Sick*
Friday, July 20, 2018	Friday, July 20, 2018		07/09/2018	07/22/2018	07/27/2018	07/24/2018 – Personal/Sick*
						08/01/2018 – Vacation**
Friday, August 03, 2018	Friday, August 03, 2018		07/23/2018	08/05/2018	08/10/2018	08/07/2018 – Personal/Sick*
Friday, August 17, 2018	Friday, August 17, 2018		08/06/2018	08/19/2018	08/24/2018	08/21/2018 – Personal/Sick*
Wednesday, August 29, 2018	Wednesday, August 29, 2018		08/20/2018	09/02/2018	09/07/2018	09/04/2018 – Personal/Sick*
						09/05/2018 – Vacation**
Friday, September 14, 2018	Friday, September 14, 2018		09/03/2018	09/16/2018	09/21/2018	09/18/2018 – Personal/Sick*
Friday, September 28, 2018	Friday, September 28, 2018		09/17/2018	09/30/2018	10/05/2018	10/02/2018 – Personal/Sick*
						10/01/2018 – Vacation**
Friday, October 12, 2018	Friday, October 12, 2018		10/01/2018	10/14/2018	10/19/2018	10/16/2018 – Personal/Sick*
Friday, October 26, 2018	Friday, October 26, 2018		10/15/2018	10/28/2018	11/02/2018	10/30/2018 – Personal/Sick*
						11/02/2018 – Vacation**
Friday, November 09, 2018	Friday, November 09, 2018		10/29/2018	11/11/2018	11/16/2018	11/13/2018 – Personal/Sick*
Wednesday, November 21, 2018	Wednesday, November 21, 2018		11/12/2018	11/25/2018	11/30/2018	11/27/2018 – Personal/Sick*
						12/03/2018 – Vacation**
Friday, December 07, 2018	Friday, December 07, 2018		11/26/2018	12/09/2018	12/14/2018	12/11/2018 – Personal/Sick*
Tuesday, December 18, 2018	Tuesday, December 18, 2018		12/10/2018	12/23/2018	12/28/2018	12/21/2018 – Personal/Sick*
						01/02/2019 – Vacation**

Notes:

- **The highlighted pay period has a submission/approval deadlines on a day other than Friday.**
- **Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.**
- ***Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.**
- ****Vacation time earned is applied to the employee's balance at the beginning of the following month**

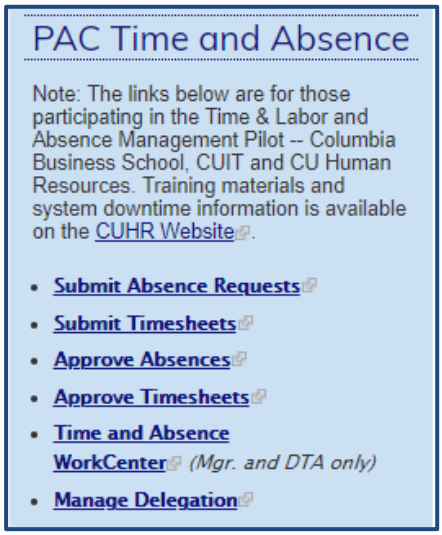
Manager Absence Approval Deadline Activity

Review submitted absence requests and reports to confirm that all absences have been approved. Refer to the Time and Absence Reports section for more detail on generating the reports.

- **Absence Event Details** – to view any unapproved absences (in submitted status) that must be approved before the appropriate deadline
- **Negative Balance** – does an employee's current absence balance minus *approved* absences result in a negative amount? Note, this will not show submitted but not yet approved absences.
- **Absence Balance** – compare available balances to requested (approved and submitted) absences. Will there be a negative balance if all requests are approved?

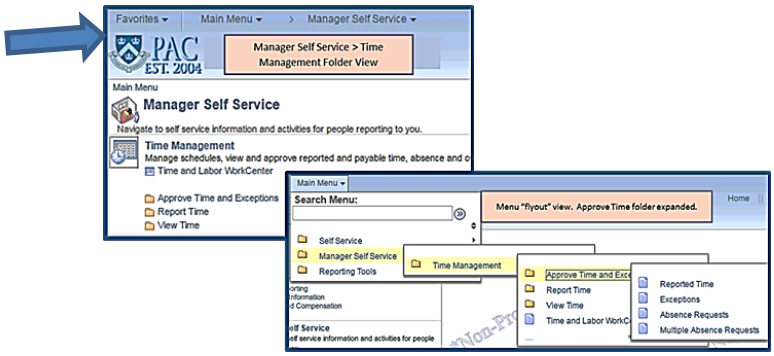
Access Employee Absence Submissions

Absence request and history pages are located in PAC which you access from the myColumbia portal. Direct links to pages are located in the "PAC Time and Absence" section on the Faculty and Staff page.



Via PAC Navigation

Using the PAC menu, you can navigate to specific absence pages. Absence requests are located here: **Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests**



Via email Notification

When an employee submits an absence request, an email is sent to the manager. Click the link in the email and you will be prompted to log in with your UNI and Password and will then land directly on the request.

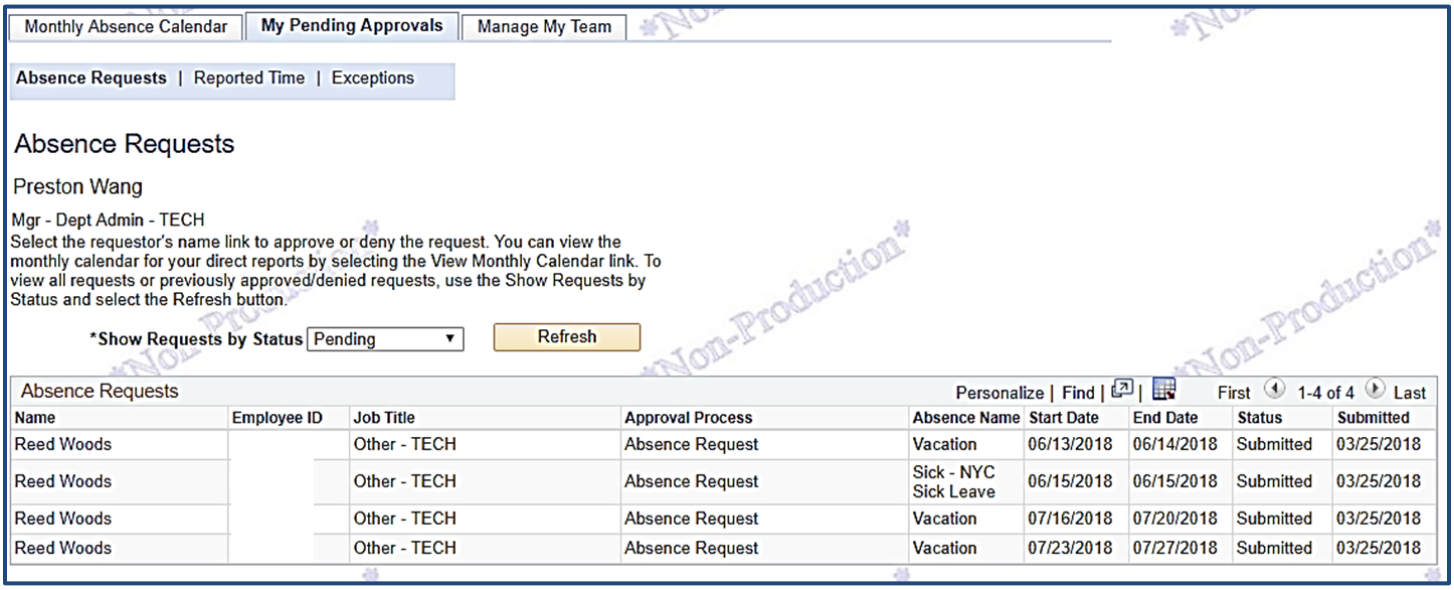
Via the WorkCenter

The WorkCenter is a dashboard providing a centralized location from which you can access and process time and absence activities. When you arrive on the WorkCenter, you will first land on the *Monthly Absence Calendar* where you can easily identify approved and pending absences for your employees. Reference the *WorkCenter* section for more information on navigation and actions.

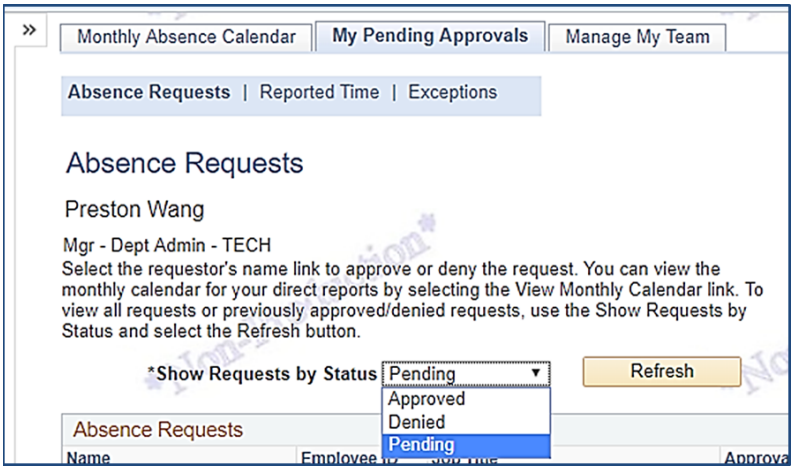
View Pending Absence Requests

This is the page where you can access all absence requests. When you arrive on the WorkCenter, you first land on the Monthly Absence Calendar page. Click the "My Pending Approvals" tab and then the "Absence Requests" sub-tab to view page will appear listing all absence by status (Approved/Pending/Denied) for your direct reports.

Note that if you are a delegate for another manager, you will be prompted to select between either your own direct reports absences to view, or the delegator's direct reports absences.



You can also view approved or denied absence requests by selecting that status from the drop down

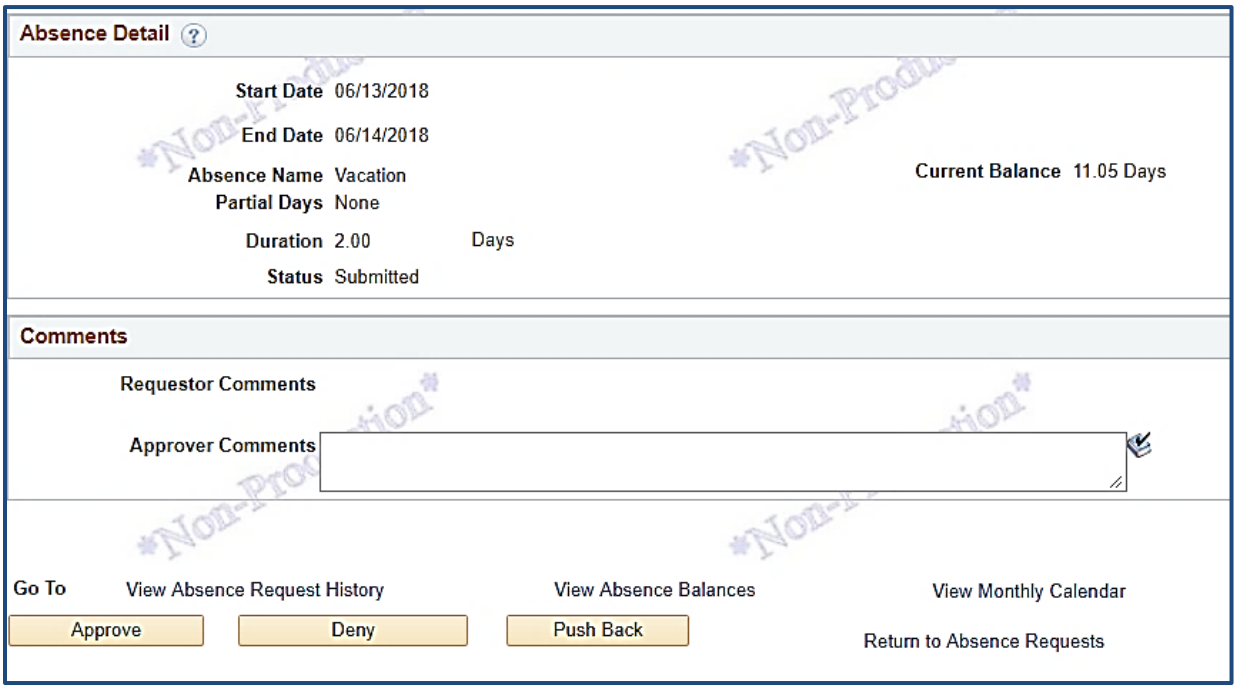


Approve Absence Requests

Click on the Employee's Name link to access each individual request. After accessing an absence request, the details appear on the page.

1. Review the request comparing the amount of time requested to the available balance.
2. Review any **Comments** the employee entered. You may add a comment in the Approver Comments section, if needed.
3. To approve the request, click "**Approve**" and then "**Yes**" to confirm the submission and then "**Ok**" to the confirmation message. The request no longer appears in the 'Pending' view of the *Approving Absence Requests* page.

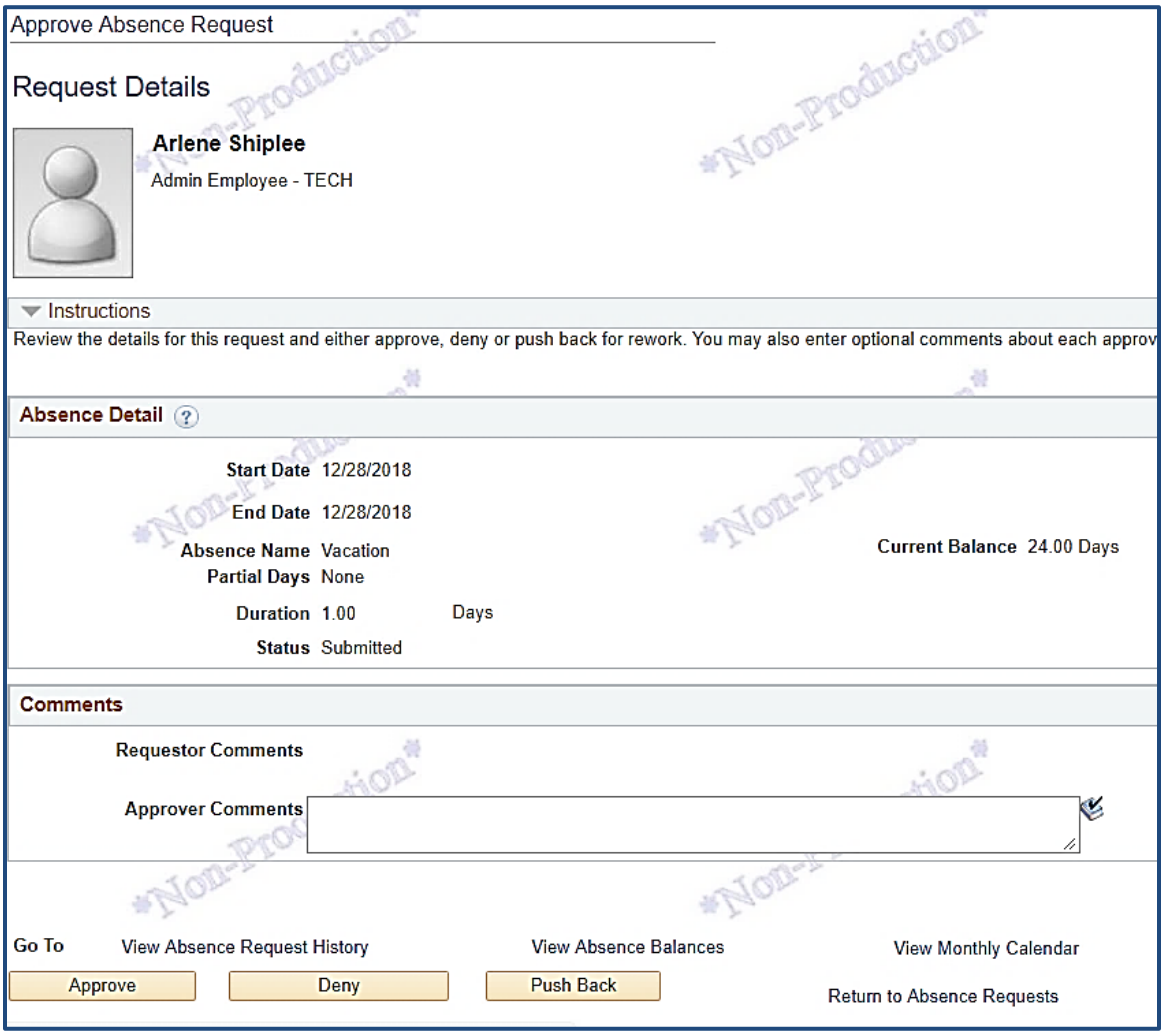
Important! When approving absence requests, it is important to review the request along with the balance information displayed *in the details of the request* before approving to ensure the employee has enough time available for the request. If more time is submitted for an absence than is available or if it requires a change, push it back to the employee asking them to correct it.



Review Absence Balances in a Request

When reviewing an absence, the current balance information displays directly on the page:

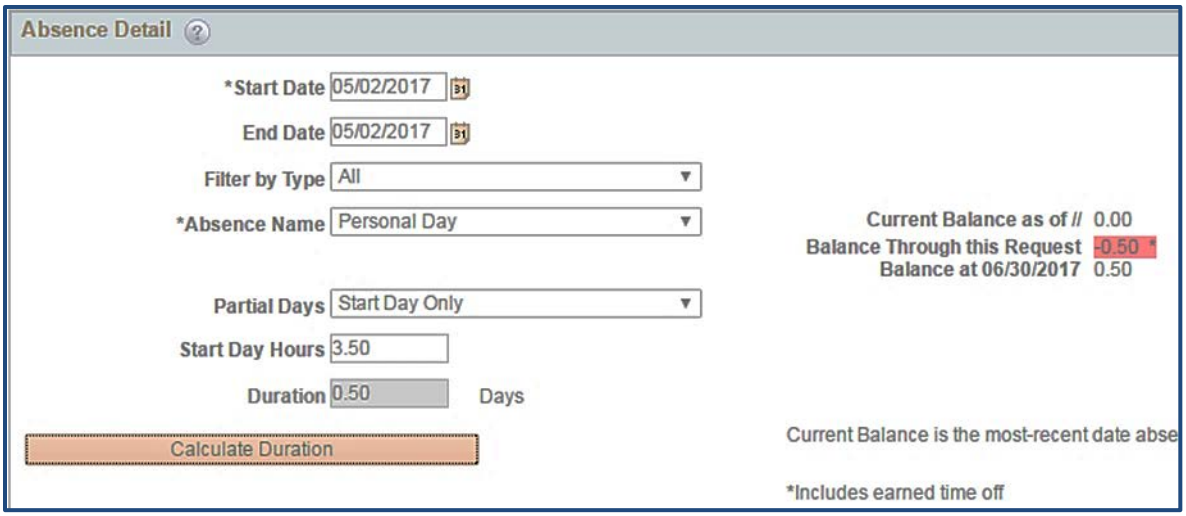
- **Current Balance as of [DATE]:** this is the balance *for vacation/personal/sick/NYC sick time* as of the last date the absence process finalized



Note that when an absence is entered, the submitter sees additional balance data once the Calculate Duration button is pressed.

- **Balance Through this Request:** the projected balance through the current request - *vacation/personal only*
- **Balance at 06/30/ [YEAR]:** the projected balance at the end of the current fiscal year - *vacation/personal only*

If any ***vacation or personal time only*** will be in the negative, it will display in a **red** color alerting you that the employee does not have sufficient time available to use for the request.



Absence Requests and Unavailable Time

Absence requests greater than the available balance through this request should not be submitted.

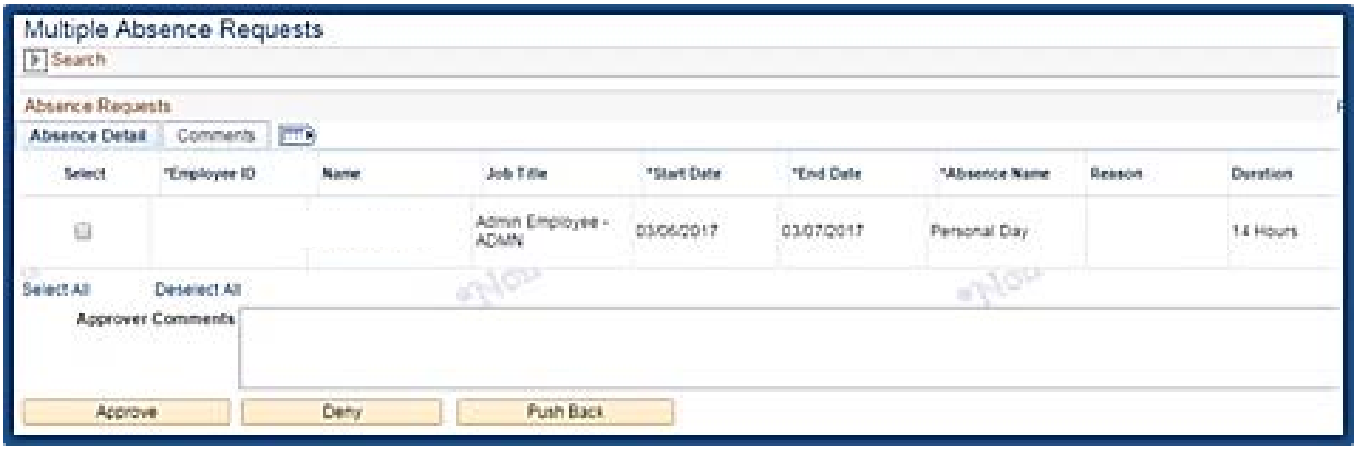
- For Time Reporters, if an absence is requested for more time off than is available, push this back for correction (to align the request to available time). If the request is approved, an exception will generate notifying you and that it needs to be resolved. If an absence without pay adjustment is required, see the *Subtracting Pay* section for more information.
- For Officers, a negative balance will be viewable on the *Negative Balance Report*.

Process Multiple Absence Requests

You can process multiple absence requests, either from one employee or multiple employees in one action, from the *Multiple Absence Requests* page in the **Approve Time and Exceptions** folder.

Click the employee's name link to view each request details.

After reviewing, check the 'select' box next to each entry for the action to perform and then click the appropriate action on the bottom of the page and all selected items will be processed with the same action (e.g. approve).



Push Back or Deny Absence Requests

If after reviewing the absence request it needs to be modified, you can send it back to the employee to edit.

1. Enter a comment into the "**Approver Comments**" field.
2. Click "**Push Back**" then "**Yes**" and "**Ok**" to the confirmation messages. The request is now in the employee's request queue for editing.
3. Click "**Deny**" to deny the request – rare. It is preferable to push back the request to the employee to edit.

Caution! If an absence request is **denied**, a same type absence event for the same or overlapping date(s) cannot be entered ***until*** the Absence Process runs at the end of the pay period. A *different* absence type can be submitted for the same or overlapping dates.

Modifying Submitted Absence Requests

If an absence requires modification, do not approve it. Push it back to the employee specifying in the comment the reason the adjustment is needed. The employee can then update the request and resubmit it for approval.

If the edit box is greyed out, that indicates that the absence processed and it cannot be accessed or edited. The process date also appears.

Note: Cancelled absences can still be approved. Be sure to review employee's absences prior to the deadline each pay period to ensure absences taken are accurately recorded. Contact your DTA to request cancelled absences be removed from the employee's history.

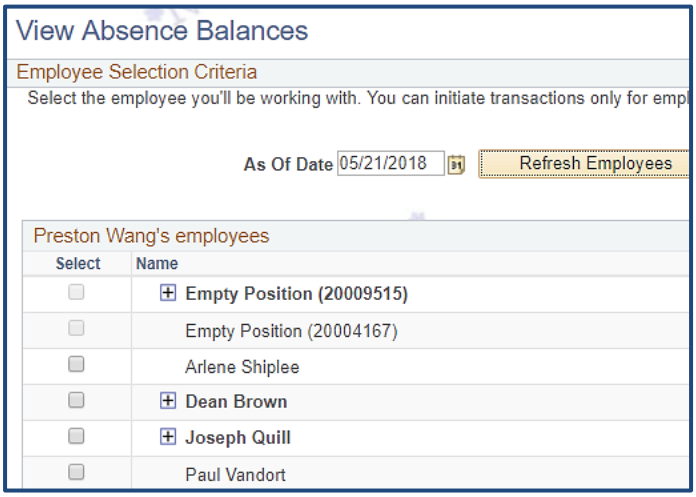
View Absence Information for your Direct Reports

View Absence Balances

To review your direct reports available absence time for Vacation, Personal, Sick and NYC Sick; navigate to the WorkCenter: **Manage My Team > Absence Balances** tab or via the PAC menu navigation at **Manager Self-Service > Time Management > View Time > Absence Balances.**

The **As Of Date** field on the top of this page defaults to the current date and refers to employees who reported to you as of that date. To see direct reports as of a different date, enter the date in the field or select the date using the Calendar button and then press the **Refresh Employees**" button.

Click '**Select'** next to the Employee Name and then the Continue button on the bottom of the page.



This view displays absence balances as of the last processing date, ***and do not include time reported since that date***. To see unprocessed time for an employee, go to the *Absence Request History* page and locate items that do not have a "Processed" status.

Employees are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Balances update after the processing date for each pay period by subtracting time taken and adding in any time earned. Personal time taken will be subtracted before time earned is added.

The "**Entitlement Name**" column displays the absence. If "0" or "negative" balance exists, it will not appear on this page but are displayed when reviewing the *Absence Request.*

The "**Balance as of**" column is the date of the last absence process finalization and the date the balance is as of.

Absence Entitlement Balances — Personal

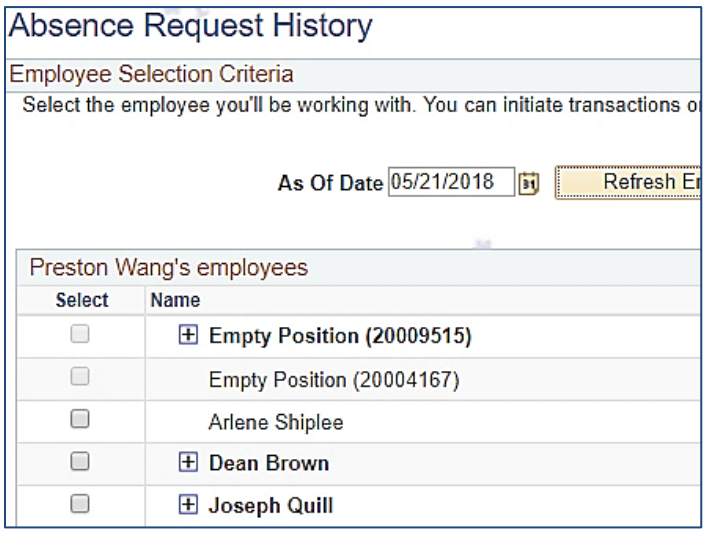
Current Balances

Entitlement Name	Balance as of 02/28/2018	From	To	Accrual Period
Vacation	14.00 Days	07/01/2017	06/30/2018	Year to Date
Sick	333.45 Hours	07/01/2017	06/30/2018	Year to Date
Sick - NYC Sick Leave	34.00 Hours	07/01/2017	06/30/2018	Year to Date
Personal Day	1.71 Days	07/01/2017	06/30/2018	Year to Date

Viewing Absence History

To review a direct report's Absence Request History, navigate to the WorkCenter and to the **Manage My Team > Absence Request History** tab or via the menu **Manager Self Service > Time Management > View Time > Absence Request History**.

1. The **As Of field** defaults to the current date. To see direct reports as of a different date, enter the date in the field or select the date using the Calendar button and then press the "**Refresh Employees**" button.
2. Check the 'select' box next to the employee's name and click **Continue**. This page shows the absence request history including the status and how the request was made. Here you can see all absence requests for a given period of time.
3. The history page defaults to a date range of four (4) months in the past to three (3) months in the future. You can enter a different date range in the "from / through" fields, then click refresh.

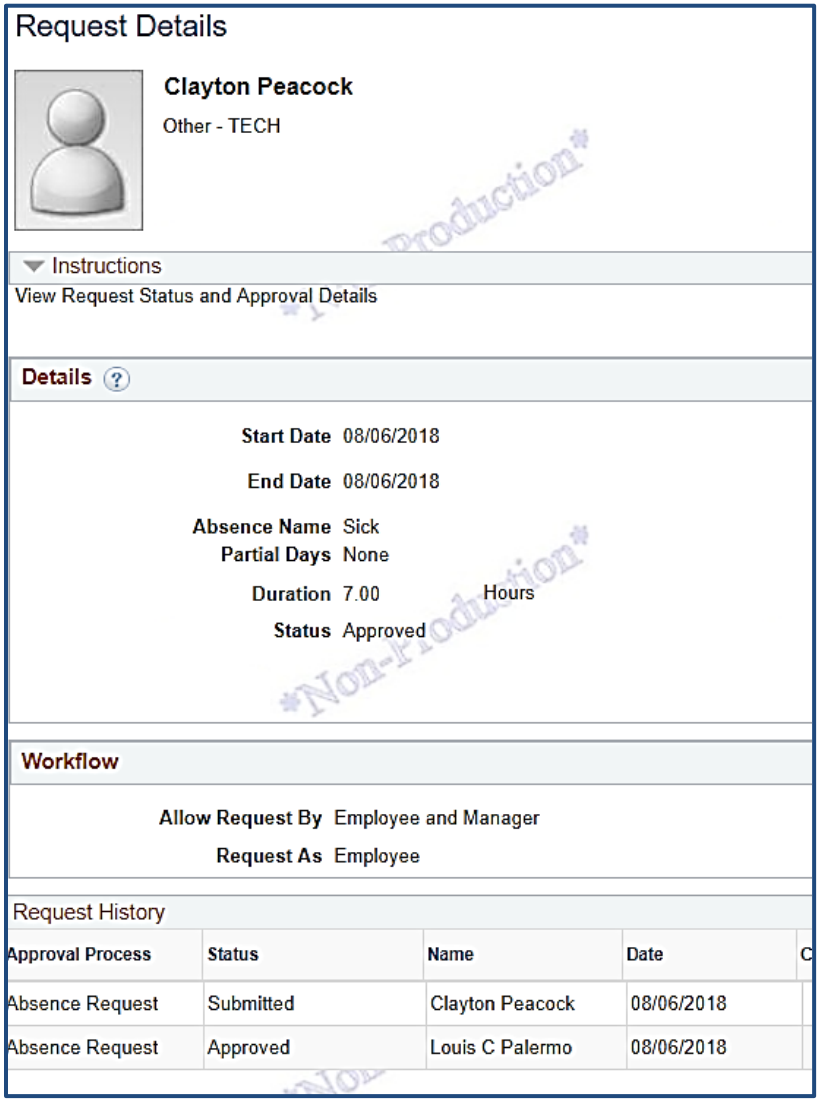


Absence Request History — Personalize | Find | View All | First 1-10 of 17 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit
Vacation	Approved	04/02/2018	04/02/2018	1 Days	Employee Absence Request		Edit
Vacation	Approved	03/30/2018	03/30/2018	1 Days	Employee Absence Request		Edit
Sick	Approved	03/21/2018	03/23/2018	21 Hours	Employee Absence Request		Edit
Vacation	Approved	03/19/2018	03/19/2018	1 Days	Employee Absence Request		Edit
Sick	Approved	03/07/2018	03/07/2018	7 Hours	Employee Absence Request		Edit
Sick	Approved	03/02/2018	03/02/2018	7 Hours	Employee Absence Request		Edit

Submit Absence Requests on Behalf of your Employees

From the WorkCenter, navigate to the **Manage My Team > Absence Requests** tab. Select the employee from the list and then enter the absence details and submit the request. The absence is also approved once submitted.



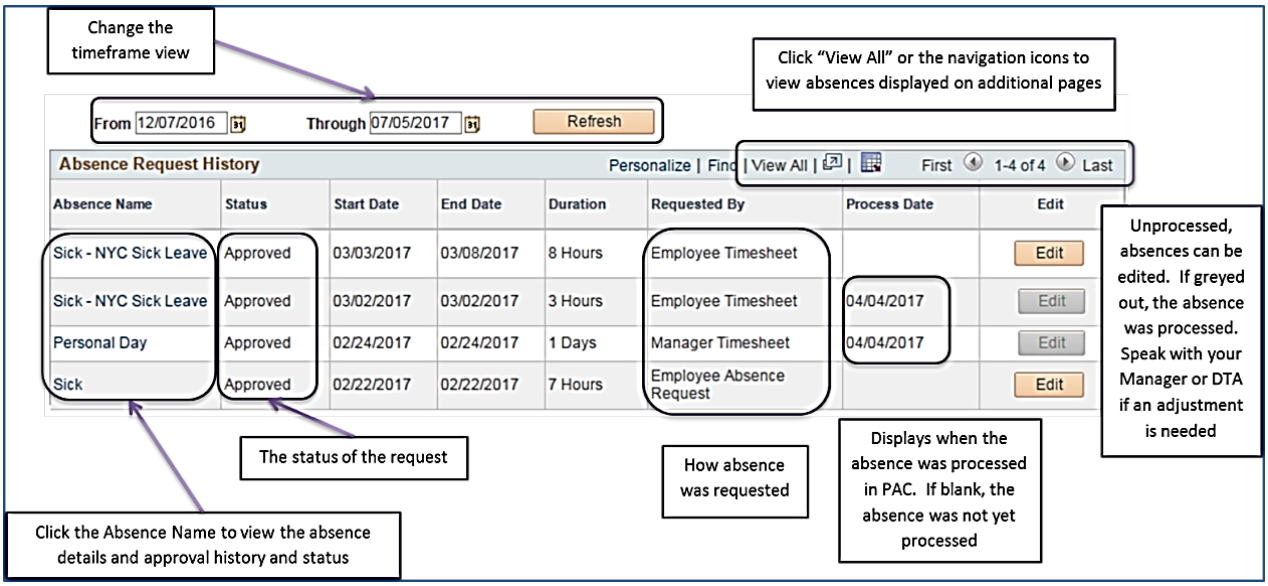
Cancelling Absence Requests

To cancel a pending or approved (but not yet system processed) absence submitted by one of your direct reports.

1. Click the EDIT button to the right of the entry

.
    a. Click the "Cancel" box on the bottom of the page and then click 'Yes' to confirm and then 'OK' to return to the Request Details page. You will see that the status for the request is now "Cancelled".

Once an approved absence is processed, the **Edit** button will no longer be active. To change an-approved and processed absence, speak with your Department Time Administrator



Edit a Processed Absence Entry – Departmental Time Administrator Request

To edit an absence that was processed but the time off was not taken; contact your Departmental Time Administrator.

Once the absence is adjusted, the history page will reflect the updated event entry and any balance adjustment will be viewable after the next absence process runs.

If the total event was voided, the absence item in the history displays a status = Void and Requested By = Administrator Absence Event.

If the event was modified and not voided, the adjusted entry information will overwrite the original request and be viewable in the history. The status = Approved and Requested By = Administrator Absence Event.

Managing Timesheets

As a manager, you are responsible for reviewing and approving timesheets for your direct reports. In addition to approving, you can also enter into a timesheet for a direct report or push a timesheet entry back for correction.

High Level Process – Overview

Ongoing

Each pay period, employees complete timesheets for your review and approval. Employees and Managers receive reminder emails the morning of submission deadlines. Timesheets must be submitted and approved by the deadlines.

To access your employee's timesheets, navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the "**WorkCenter**" link. Submitted timesheets to review are located in **My Pending Approvals > Reported Time tab**. Click the employee's last name to review the timesheet.

A listing of ***all*** direct reports timesheets displaying 'Reported Hours' and 'Hours to be Approved' is located on the **Manage My Team > Timesheet** page. Use this view to determine if there are timesheets to approve or employees who need to report time.

Timesheet Schedule and Deadlines

- Employee timesheet submission is 12 noon on the listed deadline day (*usually* Fridays)
  - **Note**: Absence requests must be approved before 12 noon on the timesheet deadline to be included for processing in the pay period
- Manager timesheet approval is 12 pm on the listed deadline day (*usually* Fridays)

July 2018 – June 2019 Bi-Weekly PAC Timesheet Schedule

Employee Timesheet Submission Deadline (12 PM)	Manager Timesheet Approval Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Friday, July 06, 2018	Friday, July 06, 2018	06/25/2018	07/08/2018	07/13/2018	07/10/2018 – Personal/Sick*
Friday, July 20, 2018	Friday, July 20, 2018	07/09/2018	07/22/2018	07/27/2018	07/24/2018 – Personal/Sick*
					08/01/2018 – Vacation**
Friday, August 03, 2018	Friday, August 03, 2018	07/23/2018	08/05/2018	08/10/2018	08/07/2018 – Personal/Sick*
Friday, August 17, 2018	Friday, August 17, 2018	08/06/2018	08/19/2018	08/24/2018	08/21/2018 – Personal/Sick*
Wednesday, August 29, 2018	Wednesday, August 29, 2018	08/20/2018	09/02/2018	09/07/2018	09/04/2018 – Personal/Sick*
					09/05/2018 – Vacation**
Friday, September 14, 2018	Friday, September 14, 2018	09/03/2018	09/16/2018	09/21/2018	09/18/2018 – Personal/Sick*
Friday, September 28, 2018	Friday, September 28, 2018	09/17/2018	09/30/2018	10/05/2018	10/02/2018 – Personal/Sick*
					10/01/2018 – Vacation**
Friday, October 12, 2018	Friday, October 12, 2018	10/01/2018	10/14/2018	10/19/2018	10/16/2018 – Personal/Sick*
Friday, October 26, 2018	Friday, October 26, 2018	10/15/2018	10/28/2018	11/02/2018	10/30/2018 – Personal/Sick*
					11/02/2018 – Vacation**
Friday, November 09, 2018	Friday, November 09, 2018	10/29/2018	11/11/2018	11/16/2018	11/13/2018 – Personal/Sick*
Wednesday, November 21, 2018	Wednesday, November 21, 2018	11/12/2018	11/25/2018	11/30/2018	11/27/2018 – Personal/Sick*
					12/03/2018 – Vacation**
Friday, December 07, 2018	Friday, December 07, 2018	11/26/2018	12/09/2018	12/14/2018	12/11/2018 – Personal/Sick*
Tuesday, December 18, 2018	Tuesday, December 18, 2018	12/10/2018	12/23/2018	12/28/2018	12/21/2018 – Personal/Sick*
					01/02/2019 – Vacation**

Notes:

- **The highlighted pay period has a submission/approval deadlines on a day other than Friday.**
- **Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.**
- ***Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.**
- ****Vacation time earned is applied to the employee's balance at the beginning of the following month**

Manager Absence Approval Deadline

Review the Absence Reports to confirm that all absences have been approved. Refer to the *Time and Absence Reports* section for more detail on generating the reports.

- **Absence Event Details** – to view any unapproved absences (in submitted status) that must be approved before the 12 noon deadline
- **Negative Balance** – does an employee's current absence balance minus *approved* absences result in a negative amount? Note, this will not show submitted but not yet approved absences.
- **Absence Balance** – compare available balances to requested (approved and submitted) absences. Will there be a negative balance if all requests are approved?

Manager Timesheet Approval Deadline

Ensure all timesheets have been reviewed and approved by the timesheet approval deadline.

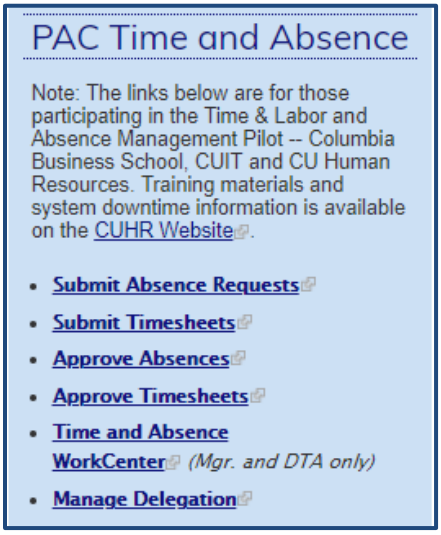
- **Review** Timesheet Statuses.
- **Time Summary** – from the WorkCenter, navigate to *Manage My Team > Timesheet*.
    - Review the page to see if there are any hours to approve or Exceptions to resolve
    - Click on the employee's last name to review a timesheet, if needed
    - Confirm if any employees need to submit time and reach out to them to ensure it is completed and approved by the deadline

Exceptions

Resolve any Exceptions that may have generated. Access them via the email notification or through the WorkCenter - "**My Pending Approvals**" tab and then the "**Exceptions**" tab

Access Employee Timesheets

Timesheets are located in PAC which you access from the myColumbia portal. Direct links to pages are located in the "PAC Time and Absence" section on the Faculty and Staff page.

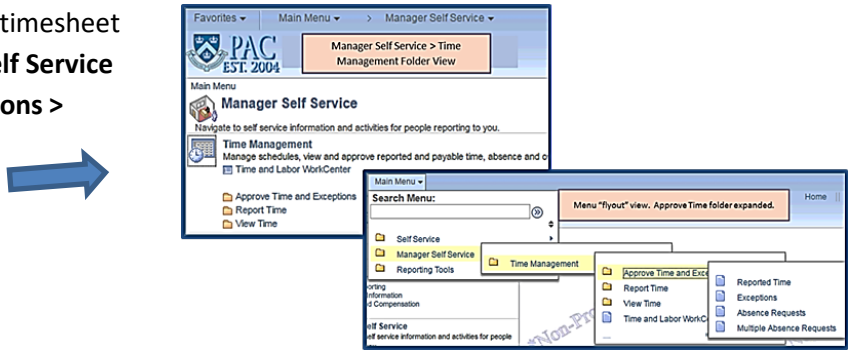


Via the WorkCenter

The WorkCenter is a dashboard providing a centralized location from which you can access and process time and absence activities. Tabs across the top provide quick access to the Monthly Absence Calendar, Pending Approvals and Manage My Team. From the myColumbia portal, click the "Time and Absence WorkCenter" link. Once a tab is selected, sub-tabs appear for more detailed transactions and views. If you are already logged in to PAC, navigate to: Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter.

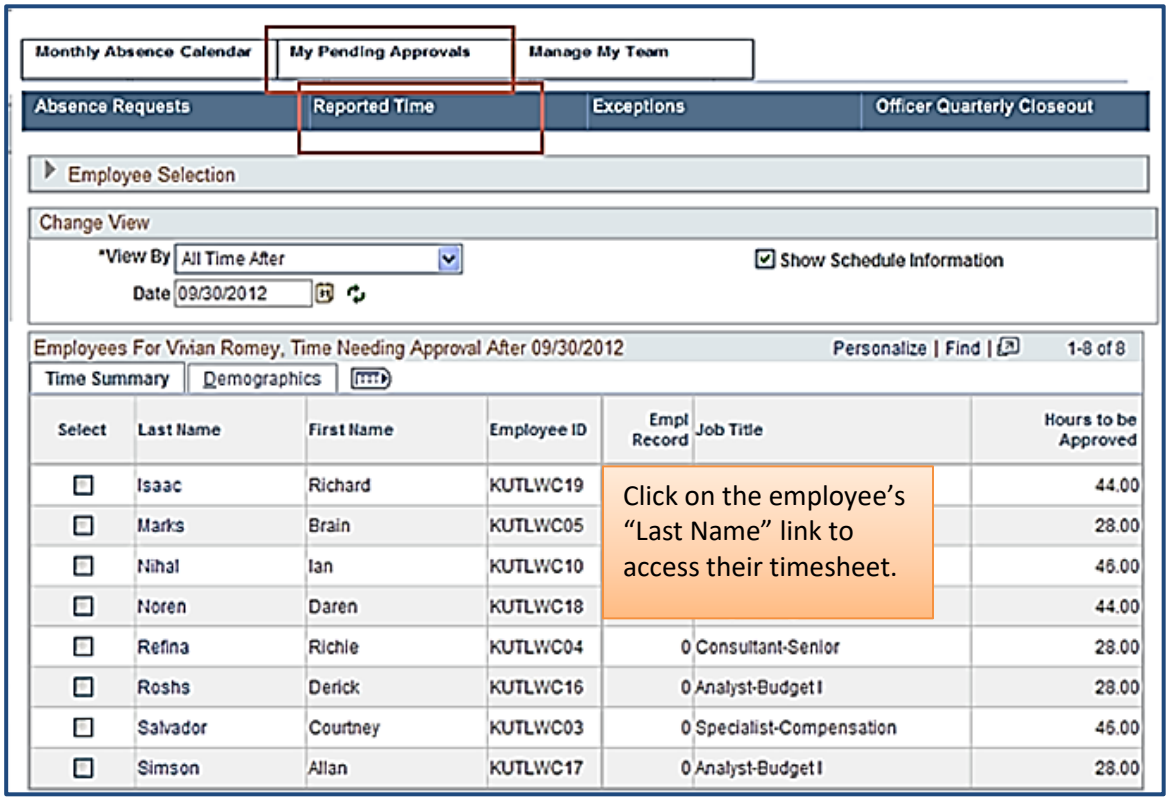
Via PAC Navigation

Using the PAC menu, you can navigate to specific timesheet pages. Timesheets are located here: **Manager Self Service >Time Management > Approve Time and Exceptions > Reported Time**



Reported Time Tab

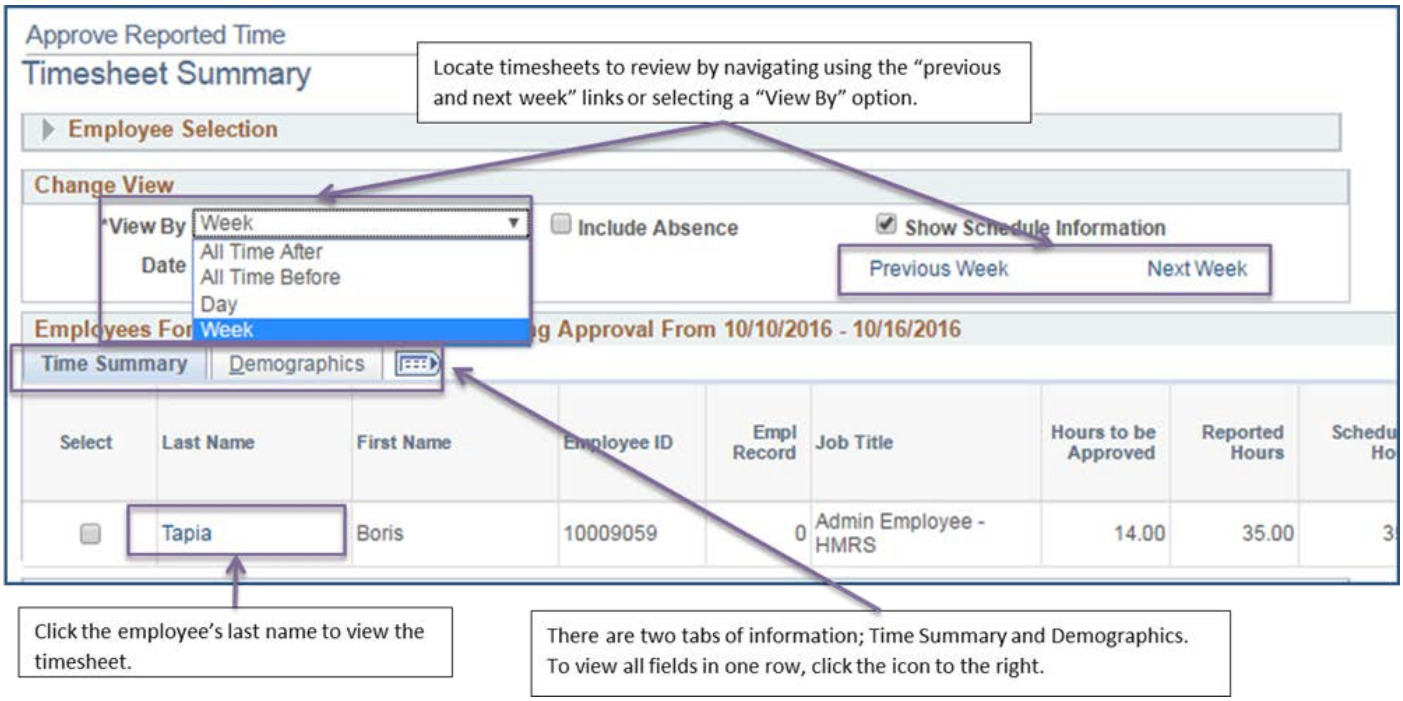
This is the page where you can access all submitted timesheets. When you arrive on the WorkCenter, you first land on the Monthly Absence Calendar page. Click the "My Pending Approvals" tab and then the "Reported Time" sub-tab and the Timesheet Summary page will appear listing all *pending timesheets submitted by your direct reports*. Note that if you are a delegate for another manager, you will be prompted to select between either your own direct reports timesheets to view, or the delegator's direct reports timesheets.



To see the listing of *all* direct reports timesheets displaying 'Reported Hours' and 'Hours to be Approved', navigate to the **Manage My Team > Timesheet** page. Use this view to determine if there are timesheets to approve or employees who need to report time.

The Timesheet Summary Page

When accessing timesheets from the Reported Time tab in the WorkCenter or from navigating the menu, the page that displays is the Timesheet Summary. This page lists all timesheets pending your approval. The date defaults to today's date and displays employees who submitted time during this week. If any of your employees submitted time, a line item appears in the Time Summary section on the page.



Change View Section

To view submitted time outside of this week, change the "View By" selection to see a specific day or "All Time Before" or "All Time After" the current date. You can also navigate to prior or future weeks by clicking on the "Previous Week" or "Next Week" links on the page.

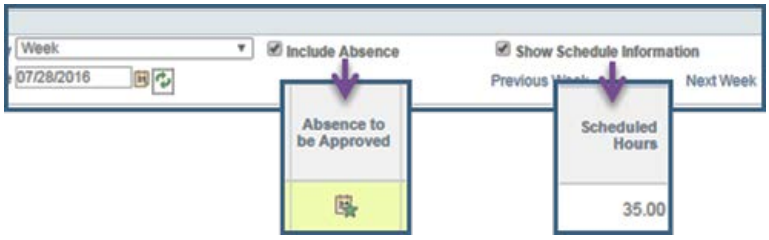
When selecting to view "All Time Before" or "All Time After" a date, the 'Hours to be Approved' column displays the total hours for your view selection and when you click on the employee name link, you land on the earliest timesheet entry for that view. This is because it is looking for all pending timesheets. Please view each individual timesheet to confirm the total hours reported and type of time reported (Time Reporting Code - TRC) and absences taken, if any, for a pay period.

After selecting or deselecting an option, click the refresh icon next to the Date field

View Scheduled Hours and Absence Indicators

These options are available in the Day or Week view.

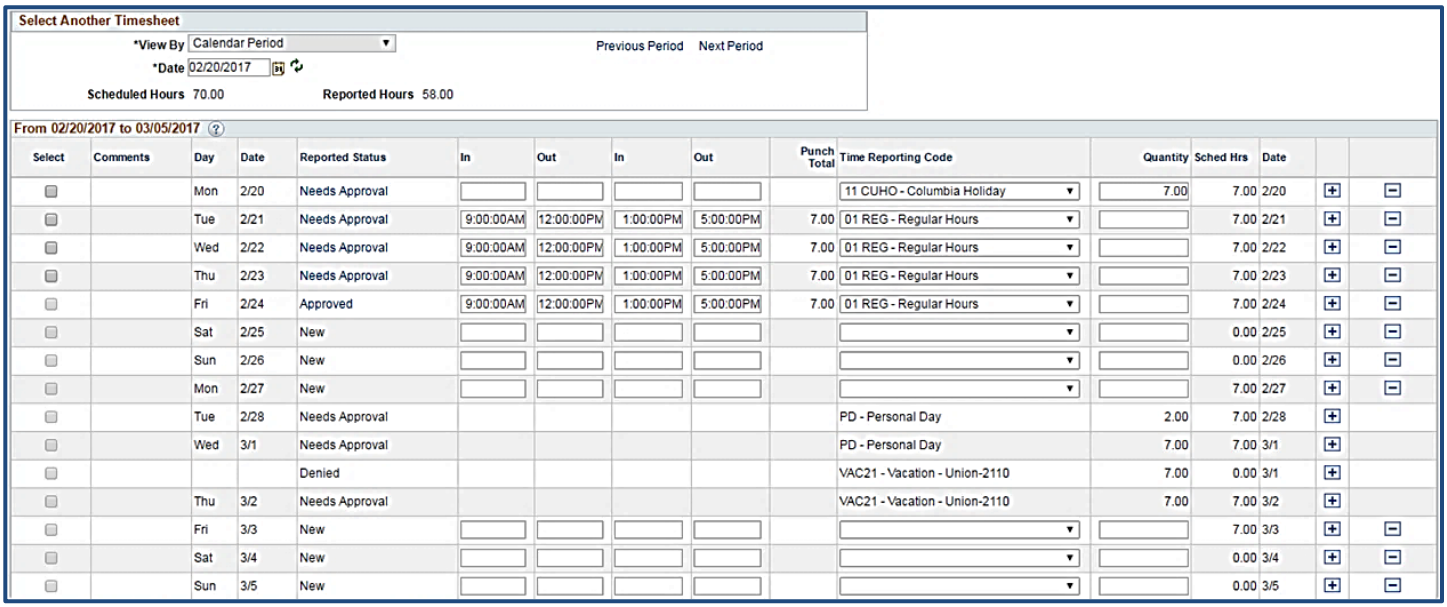
- Selecting the "Include Absence" checkbox inserts the "Absence to be Approved" column in the Time Summary section. If a green star appears in the field, there is a pending absence request to approve. This icon is not a link. Navigate to the Absence Request section to view the details and approve
- Selecting the "Show Schedule Information" checkbox inserts the Scheduled Hours column in the Time Summary section and displays the employee's scheduled hours



Tip! It is recommended to review the *Entering Timesheets* job aid. This will provide you with a reference on how your employees enter and edit time and absence entries on a timesheet.

Analyzing the Timesheet

Click the **Last Name** link to access the timesheet for that employee.



Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 02/20/2017

Scheduled Hours 70.00 Reported Hours 58.00

From 02/20/2017 to 03/05/2017

Select	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	Approved	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/24
☐		Sat	2/25	New								0.00	2/25
☐		Sun	2/26	New								0.00	2/26
☐		Mon	2/27	New								7.00	2/27
☐		Tue	2/28	Needs Approval						PD - Personal Day	2.00	7.00	2/28
☐		Wed	3/1	Needs Approval						PD - Personal Day	7.00	7.00	3/1
☐				Denied						VAC21 - Vacation - Union-2110	7.00	0.00	3/1
☐		Thu	3/2	Needs Approval						VAC21 - Vacation - Union-2110	7.00	7.00	3/2
☐		Fri	3/3	New								7.00	3/3
☐		Sat	3/4	New								0.00	3/4
☐		Sun	3/5	New								0.00	3/5

Navigation (Select Another Timesheet) Section – you can select a date and view the pay period timesheet for that point in time. You can also navigate to past and future pay periods by clicking on the **Previous Period** and **Next Period** links. There is also a quick view of the Scheduled and Reported Hours.

Select Column – check the box to select the row to approve, push back or deny.

Comments Column – employees can include a comment for a day's entries. If a comment was added, the bubble icon will have lines in it. Click this bubble to read the comment and add to it if needed.

Day and Date Columns – these indicate the workday and date.

Reported Status Columns – status for the item.

In and Out Columns – The fields to enter work begin and end times as well as break times for each worked day. For casual employees who work irregular hours on differing days, their timesheets may only contain one set of In and Out times on a day indicating the exact amount of time worked that day, e.g. In at 1:00 pm and Out at 3:00 pm.

Punch Total Column – The total number of "In" hours entered for the day.

Time Reporting Code – A description of the type of time entered or subtracted on the timesheet. (see next section for more detail).

Quantity – The total number of non-worked time for the day. Used in combination with the appropriate TRC, e.g. CUHO for Columbia Holiday.

Scheduled Hours – The employee's scheduled work hours for the day. For non-casual time reporters, the number of hours displayed is defaulted based upon the Work Schedule for the position. If the hours displayed are incorrect, you can request the correct schedule for the employee be added through your Department Time Administrator. For casual employees and Variable Hours Officers, no scheduled hours appear.

+ Column – click to add another entry row to enter a different time type for the same day

- Column – click to delete an entry row

Reported Time Summary – on the bottom of the page is a breakdown of time by week within the pay period. At a glance you can see the reported time and the employee's scheduled hours and if there is schedule deviation between those two categories.

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. Absences do not require a TRC entry. Different employee groups will have different codes available to them as appropriate. Managers and Department Time Administrators (DTAs) can also enter time for their employees as well as access additional TRCs for specific functions.

Most often, the "REG" code for Regular Hours will be used for work hours entered. There are also specific codes for hours such as Holiday Pay Worked. As there are multiple types of payable time that can be entered into the timesheet, it is important to review each entry and ensure it is coded correctly. The system will automatically calculate overtime pay, based on the number of hours worked in a given week.

Below is a view of available TRCs that can be entered by each employee type. For more information, please speak with your Department Time Administrator (DTA) or Human Resources representative.

Below is a view of available TRCs that can be entered by employees.

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	

Time Reporting Codes and Timesheets Entry Sections

There are two (2) different methods for recording time on the timesheet. For actual hours worked on the day, the employee completes the In/Out columns only. For other types of time, the Quantity column is used. 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

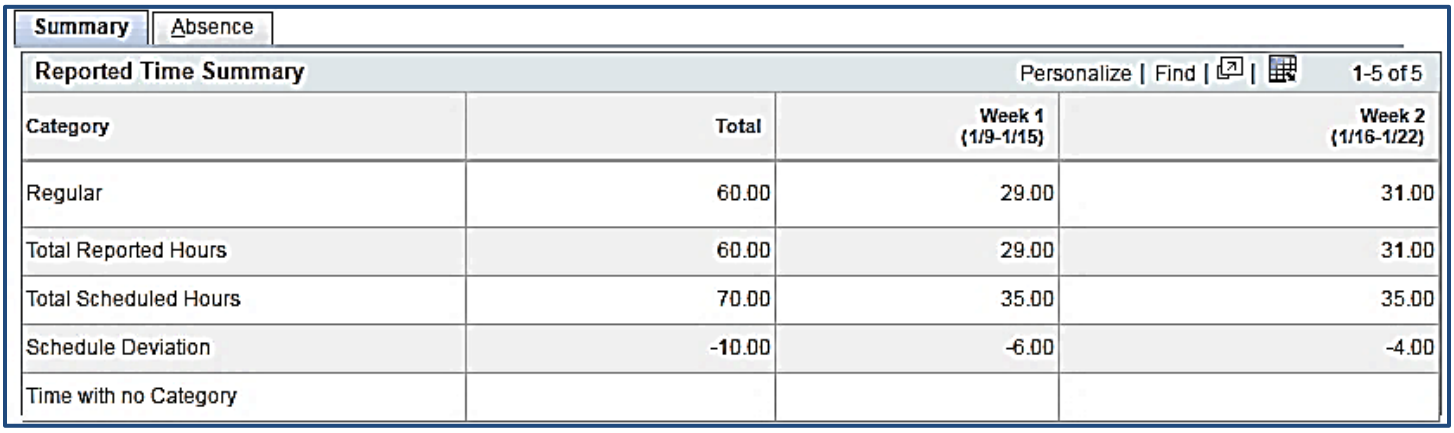
Scheduled Hours and Reported Time

An employee's scheduled hours and reported time determine the earnings amount calculated for their paychecks and differs for non-casual time reporters and casual employee time reporters.

- Non-casual time reporters must ensure that the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if they work overtime.
- Casual employees and Variable Hour Officers are paid based on the time reported and approved by the pay period deadline. If the time is not entered and approved timely, the employee will not receive a paycheck for this pay period. The time can still be submitted and once approved, the employee will receive their pay in the pay period when the approval occurred.

When Reported Time and Scheduled Hours Do Not Match

The timesheet totals all entered time items (punch total + quantity total + absence hours). This total includes adding in AWOP (absence without pay) hours. Even though the AWOP TRC does not count towards payable hours, it still counts towards the employee's *total reported hours* for each week of the pay period. If an exception is generated related to reported time and scheduled hours, it will need to be reviewed and cleared. See the *Managing Exceptions* section for more information.



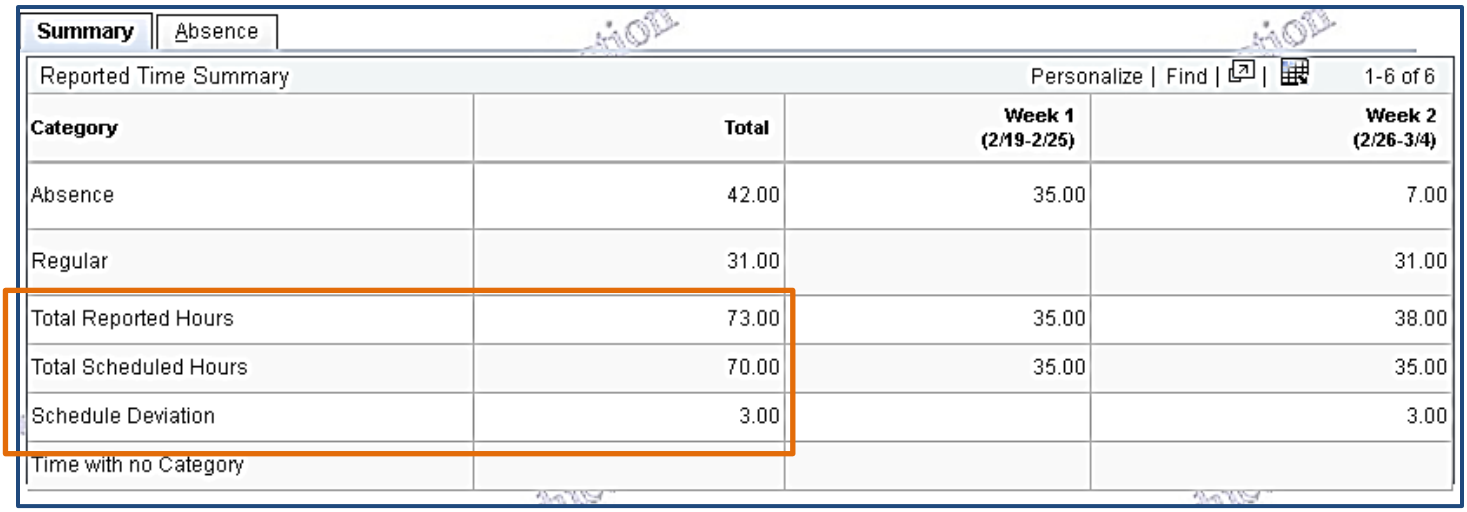
Summary | Absence

Reported Time Summary Personalize | Find | 1-5 of 5

Category	Total	Week 1 (1/9-1/15)	Week 2 (1/16-1/22)
Regular	60.00	29.00	31.00
Total Reported Hours	60.00	29.00	31.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation	-10.00	-6.00	-4.00
Time with no Category			

Timesheets and Overtime

Employees do not need to enter an overtime code if overtime hours are worked. If the employee's reported hours are greater than his/her scheduled hours, the system will calculate overtime based on the rules outlined in his/her respective Collective Bargaining Agreement.



Summary | Absence

Reported Time Summary — Personalize | Find | 1-6 of 6

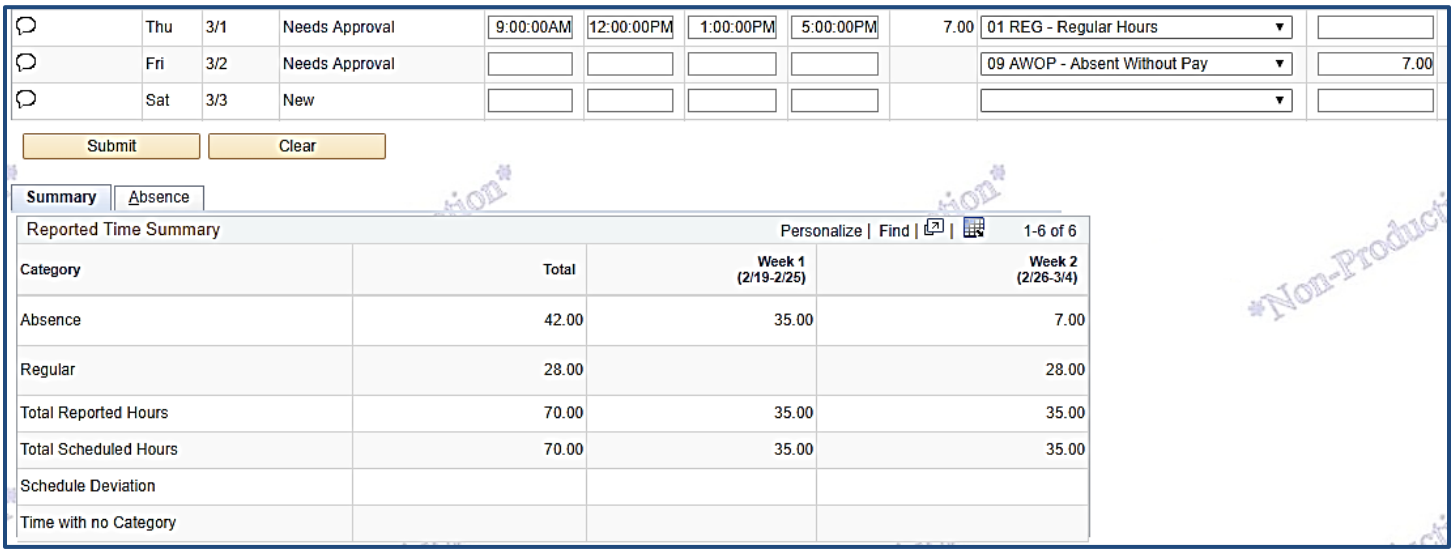
Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)
Absence	42.00	35.00	7.00
Regular	31.00		31.00
Total Reported Hours	73.00	35.00	38.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation	3.00		3.00
Time with no Category			

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 DTA or Human Resources Representative.

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 — Personalize | Find | 1-6 of 6

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			

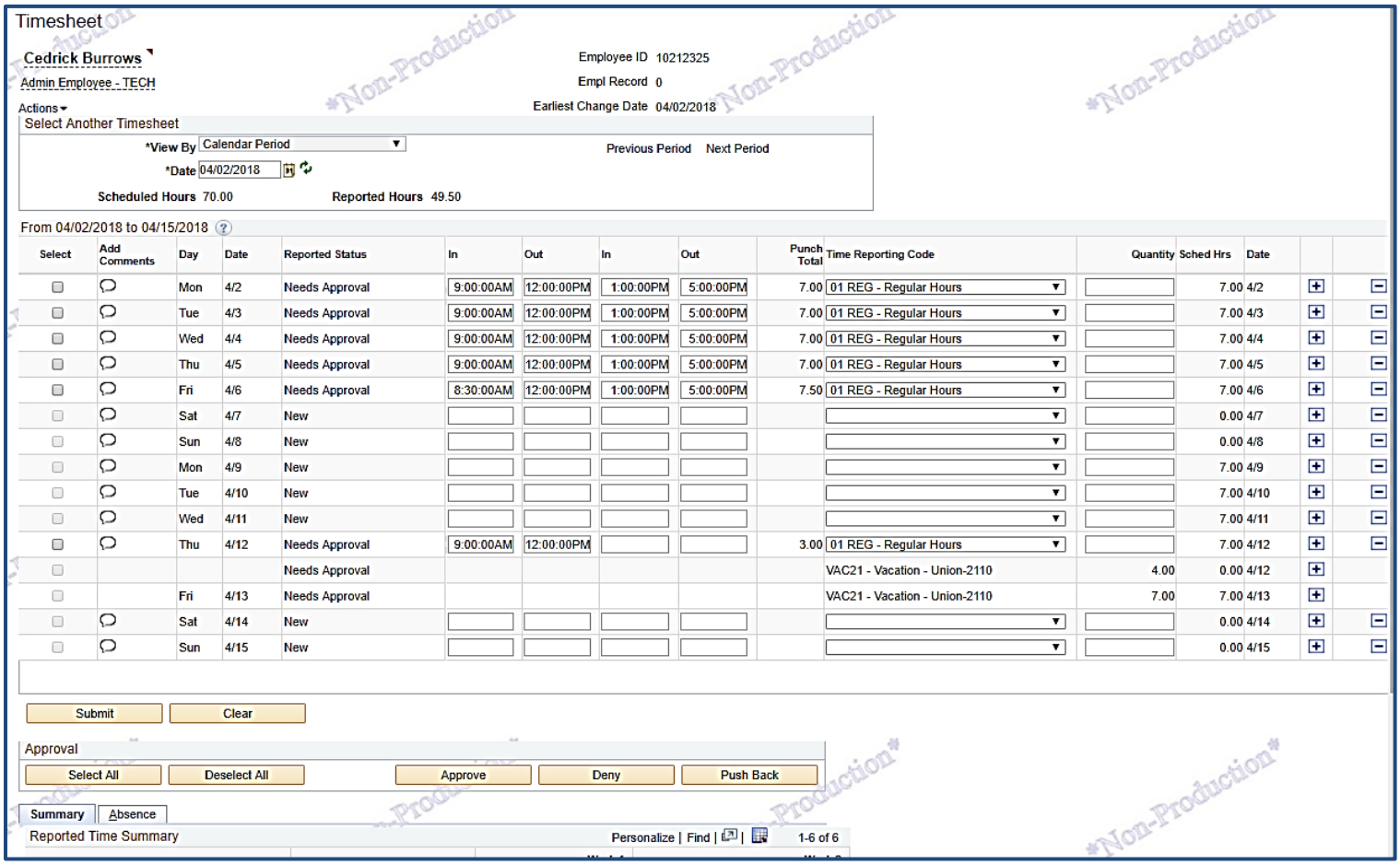
Approving Timesheets

1. Review the **Total Reported Time** entered for each day of the pay period
2. Confirm the **Time Reporting Code** selected for the time entry.
3. Review any **Comments** the employee entered by clicking on the shaded comments bubbles
4. Review any **Absence Events** and approve or edit as needed. See the *Approve Absence Events on the Timesheet* section for more information
5. Review the ***Reported Time Summary*** section of the page to compare the **Total Reported Hours** to the **Total Scheduled Hours** and any **Schedule Deviations**. Follow-up with the employee with any questions before approval, if needed (see next section).
6. To ***Approve*** submitted time, check the "**Select Box**" next to each *time* item that Needs Approval, or click the "**Select All**" button to choose all and then click "**Approve**" and then "**Yes**" to confirm the submission and then "**Ok**" to the confirmation message. The status now reads as 'Approved'. A comment can be added for an approval (optional). See next section.

Important! This action approves *time entries only*. To approve any absences entered on the timesheet, see the *Approving Absence Events on the Timesheet* section.

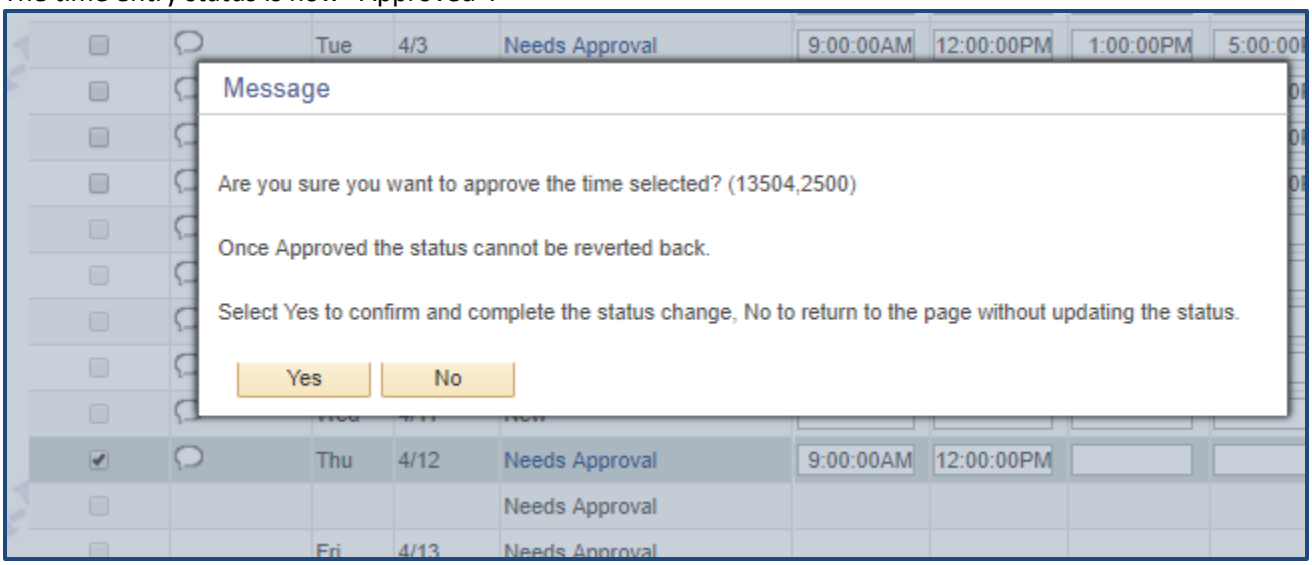
Approving a Time Entry - Example

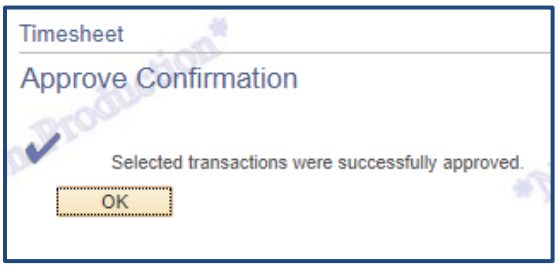
Below is a sample timesheet that is partially completed. Let's approve a time entry item.

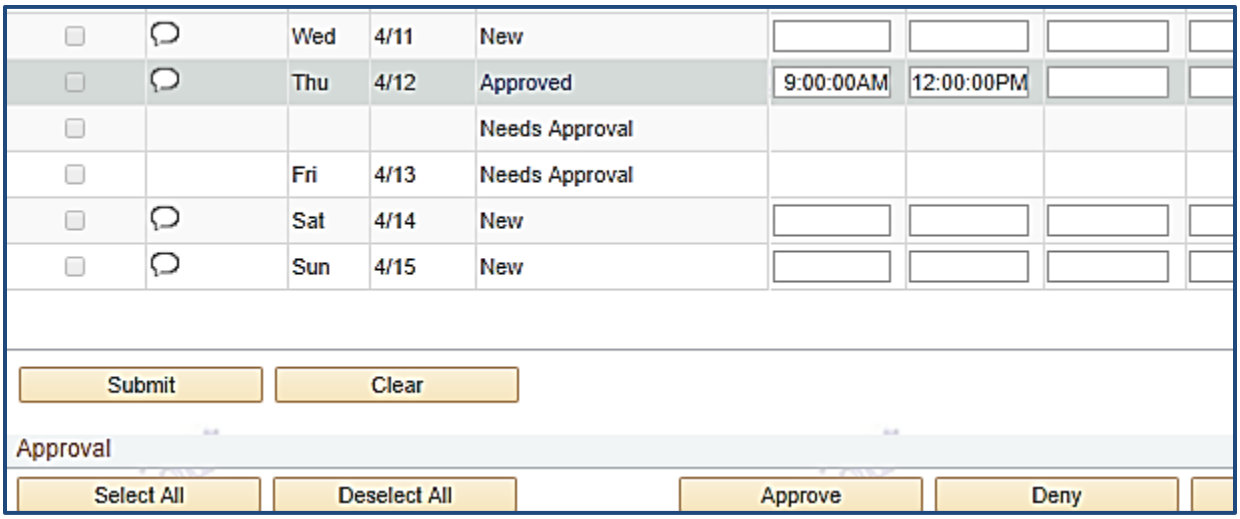


1. Select the Time Entry Item - Click the select box next to the item or you can click the “Select All” button to select all *Time* entries.
2. Click “Yes” to the completion prompt.
3. Click “OK” to the submission prompt

The time entry status is now “Approved”.



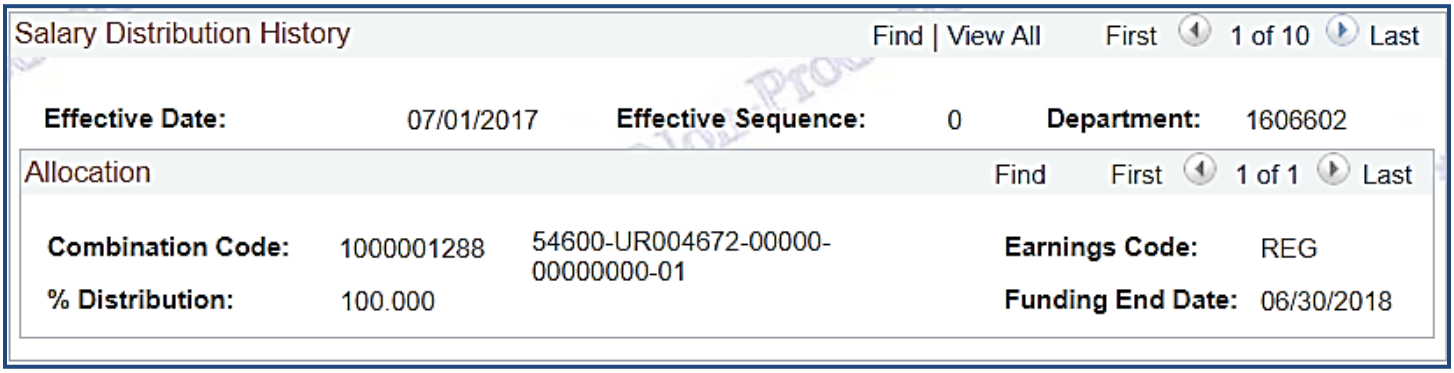




Timesheets and Salary Accounting

The approved payable time will be allocated according to the Salary Distribution in effect for the employee. It is not entered on the timesheet.

To set up a new funding distribution or change a prior allocation, contact your local HR Team/Financial Office to make the change through Salary Distributions and Cost Transfer pages.



Pushing Back a Time Entry

If upon reviewing the timesheet you identify an error, you can send it back to the employee to make the adjustment and then resubmit for approval.

1. Check the "**Select Box**" next to the time item(s).
2. Click "**Push Back**" on the bottom of the timesheet.
3. Press "**Yes**" to confirm the submission and then "**Ok**" to the confirmation message.
    - It is helpful to add a comment for the employee's review.

The status now reads as 'Pushed Back'. Employees receive an email that there is a 'pushed back' item for their review.

If the Push Back is due to an incorrect TRC selection, only send it back to the employee to correct if they have access to select that TRC. Otherwise, you can update that entry. See the TRC section to view the available TRCs to employees and managers.

For steps on how employees update a Pushed Back item, see the *Entering Timesheet* Job Aid.

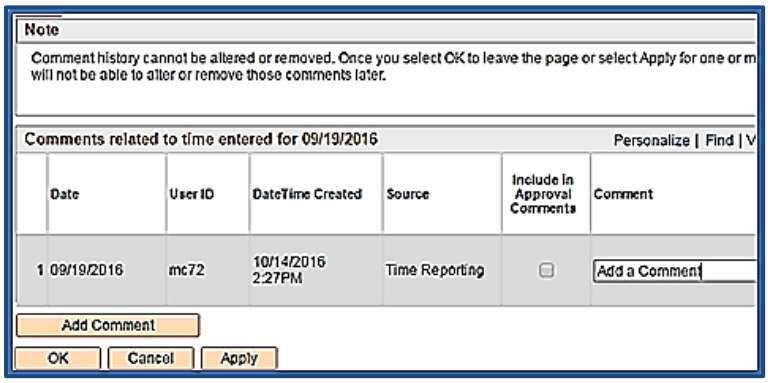
A **Push Back** is the return of a time entry item to the employee requesting an update to the entry or there is a question on the entry.

Add a Comment

A comment can be added for any time entry item. When sending a timesheet back to the employee to correct an error, the comment provides the reason for the employee to make the adjustment and then resubmit for approval.

1. Click the "**Comments**" bubble in the Comments column
2. Click the "**Add Comment**" button
3. Enter the note into the **Comment field**
4. Click "**OK**"

When a comment exists for an item, the Bubble in the Review Comments column is shaded.



Correcting Timesheets

If after reviewing the timesheet and confirming the employee's entries, you determine that a correction or update to the timesheet is needed, you can do so directly instead of pushing it back to the employee to make the correction.

- If the reported time is greater than the scheduled hours and the time *is* approved, the system will calculate overtime based on the rules outlined in the employee's respective Collective Bargaining Agreement.

- If the reported time submitted is less than the scheduled hours, confirm that the employee entered the correct amount of hours and TRC for each day in the pay period.
  - update the time entry or submit the eligible absence to make the timesheet whole
  - if the employee is not eligible for another type of time or absence, enter an additional row adding the AWOP TRC for the number of hours they were absent without pay. Remember, those hours are added to the total reported time thus ensuring the reported time is at least equal to the scheduled hours.

See the following sections on how to enter/modify timesheets.

Reference the *PAC Timesheet Processing Schedule* for pay period submission deadlines.

Editing or Deleting Time Entries for an Employee

Time entry edits can be made for the current and prior two (2) pay periods. You can edit time on a timesheet during the current pay period or navigate to the prior two (2) pay period timesheets even if it has already been submitted or approved. Changes can be made until the submission deadline for the pay period.

To edit a time entry for an employee in the current or prior two (2) pay periods and examples of edits include:

- You can adjust work hour entered on an employee's timesheet when entering yourself or when approving an already submitted one. Click in the "**In**" or "**Out**" field to change entered time
- Adjust the category for the hours by selecting a different Time Reporting Code from the drop down menu
- After editing, click "submit" and then "approve"
- To **delete** a time entry row: click the "-" to the right of the row and then confirm the deletion
- To **add** a time entry row: click the "+" to the right of the row and then confirm the deletion.

Note: An Absence without Pay entry in the current pay period will process the timesheet and may result in reduced pay for the employee. If a prior pay period timesheet is adjusted to reflect an Absence without Pay (AWOP), the change will be reflected on the timesheet and the entries will reflect the correct allocations of hours, however, the system will not process any changes that would result in a deduction in wages. Please refer to the subsequent section for more information regarding subtracting pay from an employee's prior timesheet.

For edits to prior processed pay periods greater than the past two (2) pay periods, contact DTA.

Subtracting Pay from an Employee's Timesheet

Events that occur in the current pay period that would result in reduced pay for the employee - such as an absence without pay or Union Duty that was paid by the union - can be processed in the current period.

Any changes to the prior two (2) pay periods needs to be updated and reflected on the timesheet. If any of these changes to a prior-period result in a deduction in wages, this will not be processed by the system. These changes will need to be processed following the current Overpayment Recovery Process. Please speak with your DTA or Human Resources representative for more information on how to initiate this process.

Editing a Timesheet Entry

Timesheet edits can be made for 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 it 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. Then '**Approve'** the timesheet.

Examples of edits include:

- Adjust work hours - click in the "**In**" or "**Out**" field to change entered time
- Add or remove a time entry row - click **"+"** or **"-"** buttons to add or delete a row
- Adjust the category for the hours - select a different Time Reporting Code, if applicable

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

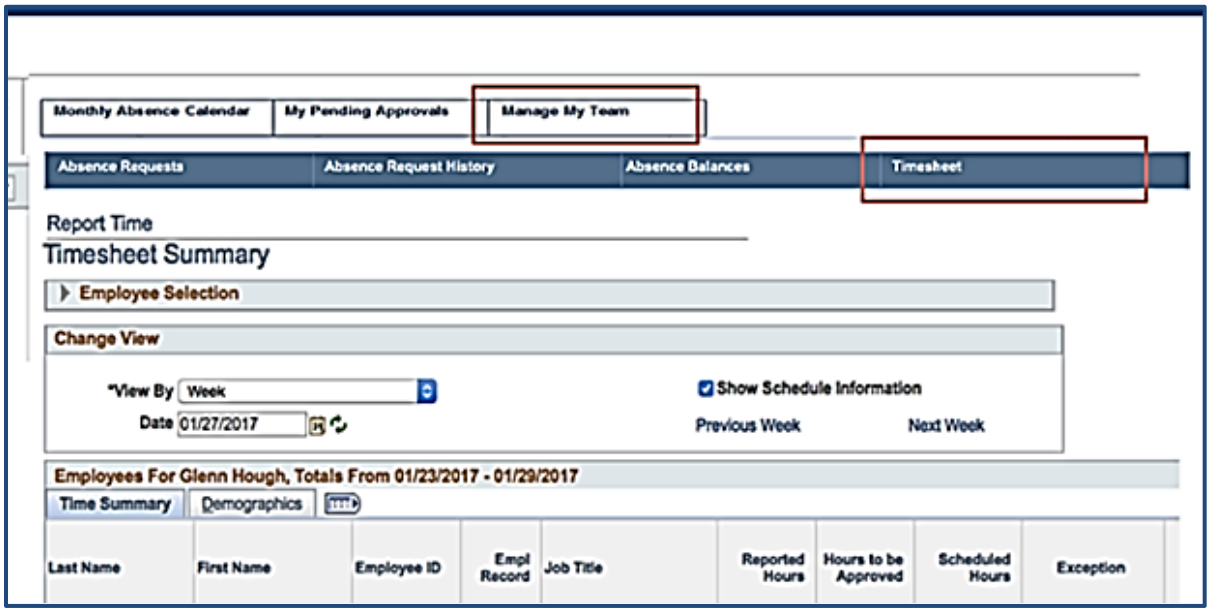
Report Time for your Direct Report

If needed, managers can submit time on behalf of their employees. To enter time on behalf of an employee, access the WorkCenter and navigate to the **Manage My Team > Timesheet** tab. The PAC menu navigation for this page is: **Manager Self Service > Time Management > Report Time > Timesheet**

To enter time for an employee:

1. **Click the last name** of the employee and their current pay period timesheet appears.
2. Enter the **'In'** and **'Out'** or **'Quantity'** of hours and the associated **Time Reporting Codes**.
3. Click **'Submit'** to submit the timesheet.
4. Click **'Approve'**. *The timesheet **must be approved** even though you submitted it.*

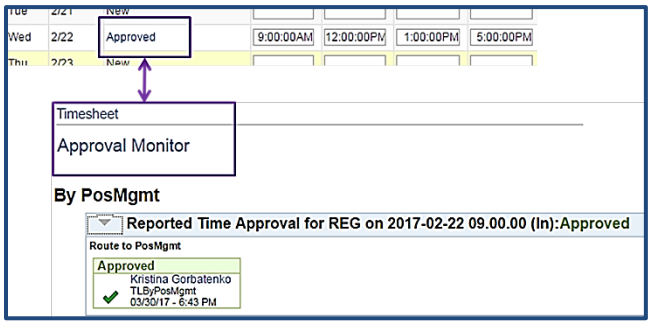
Note: Employees receive an email notification each time *anyone* modifies their timesheets.



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.



Timesheets and Absences

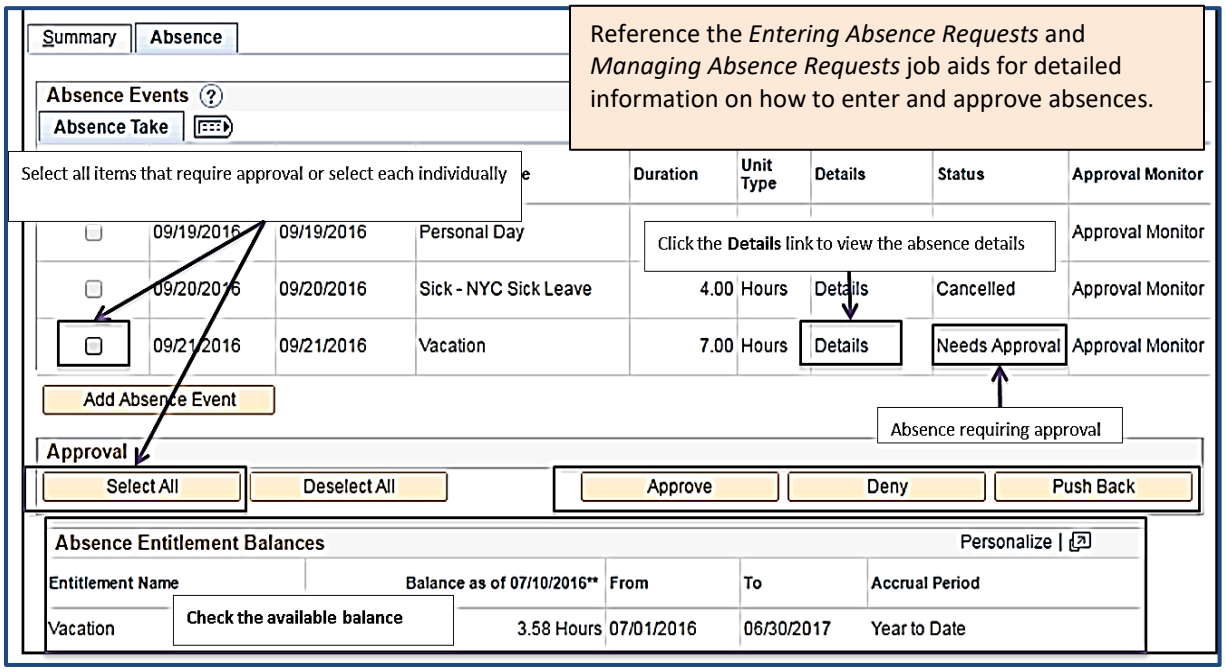
Time Reporters can enter absences through the timesheet or through the absence page. Reference the *Entering PAC Timesheets* guide for steps on entering absences in a timesheet and examples.

Approve Absence Entries on a Timesheet

Time Reporters can enter absences directly into their timesheets as well as from Absence Management. Whichever method is used, the absence request appears in a status of Needs Approval on the timesheet for the requested dates. Absences must be approved in addition to approving the entered time.

1. Click the **Absence tab** on the bottom of the timesheet. To see the **details** and request history, click the Details link for the entry. Click **OK** to return to the timesheet.

2. Select the **checkbox** next to the absence and click **Approve** (in the Absence section). Then click **Yes** and click **OK.**



Important! When approving absence requests, it is important to review the details along with the balance information displayed in the Absence Entitlement Balances section on the bottom of the timesheet or in the Absence Balances displayed in the details of the request before approving to ensure the employee has enough time available for the request. If more time is submitted for an absence than is available or if it requires a change, push it back to the employee asking them to correct it.

Tip! Run the Negative Balance Report each pay period before approving timesheets to see if any employees are carrying or have the potential to have a negative absence balance.

Edit Absence Entries on a Timesheet

You can edit an absence on behalf of your employee.

To edit the dates and type of absence,

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click **Edit** to the right of the absence item.
3. The dates and absence name field open and can be changed.
4. Click **Submit** and it appears on the Timesheet.
5. Click **Approve** Remember that it must also be **approved**.

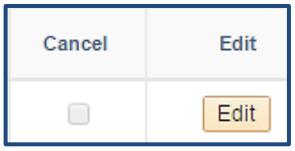
To edit absence to include a *partial day entry*,

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click **Edit** to the right of the absence item.
3. Click the **Details** link for the absence item. Update the request and click OK.
4. Click **Submit** (in the timesheet submit section) and the updated entry appears on the Timesheet.
5. Click **Approve** to approve the request. Remember that it must also be **approved.**

Cancel Absence Entries on a Timesheet

You can cancel an absence on behalf of your employee and it will be removed from the timesheet.

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click **Edit** to the right of the absence item.
3. Select the **Cancel** checkbox.



4. Click **Submit** and it is removed from the Timesheet. Remember that the timesheet must also be adjusted to record the type of time reported for that day and then **approved**.

Caution! Once an absence request is **cancelled or denied**, the same type of absence for the same day cannot be resubmitted so only deny an absence if it is the disallowance of the request. A cancel is used when the absence is no longer being requested.

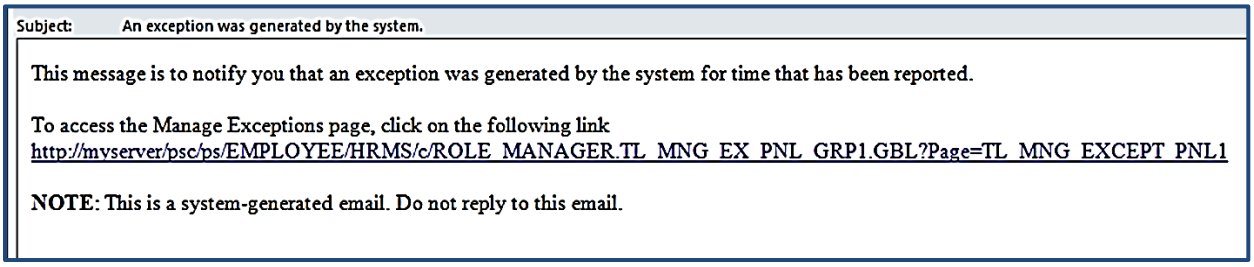
Exceptions

When the Time Administration process runs, it will look at all **Approved** time and absence entries ('saved' or 'submitted' time entries are not included) and ensure they are in accordance with the established rules and employee eligibility or if an aspect of the entry is incorrect.

If, after this process completes, it is determined that there is a variation from the established rules for an employee type or an aspect of the entry is incorrect, an exception will generate to notify you that there is something that needs to be reviewed and addressed.

You will receive an email anytime an exception is generated. An indicator is also viewable on the Timesheet Summary page or on the Exception page.

If a time entry or absence item is not approved, see example page.



Subject: An exception was generated by the system.

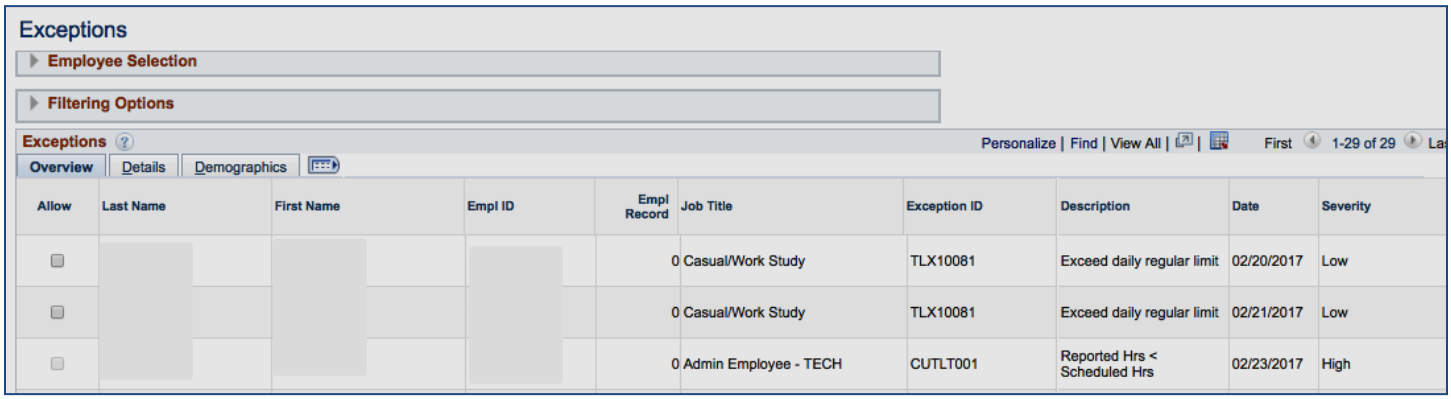
This message is to notify you that an exception was generated by the system for time that has been reported.

To access the Manage Exceptions page, click on the following link
http://myserver/psc/ps/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MNG_EX_PNL_GRP1.GBL?Page=TL_MNG_EXCEPT_PNL1

NOTE: This is a system-generated email. Do not reply to this email.

You can click the URL link from within the email and it will take them to the **Main Menu > Manager Self Service > Approve Time and Exceptions > Exceptions** page. *Note: you can also access this page at any time in the system, or through the WorkCenter via the My Pending Approvals > Exceptions tab.*

This is the default view on the exceptions page. It will contain a list of all exceptions for all your direct reports.



Exceptions

Employee Selection

Filtering Options

Exceptions | Personalize | Find | View All | First 1-29 of 29

Overview | Details | Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
☐				0	Casual/Work Study	TLX10081	Exceed daily regular limit	02/20/2017	Low
☐				0	Casual/Work Study	TLX10081	Exceed daily regular limit	02/21/2017	Low
☐				0	Admin Employee - TECH	CUTLT001	Reported Hrs < Scheduled Hrs	02/23/2017	High

Exceptions and Employee Pay

Exceptions must be reviewed and resolved by the end of every pay period so that employees will receive their correct pay.

If the exceptions are not resolved by the end of the current pay period, the timesheet will be processed in the next period once the exceptions are resolved. Any additional pay due to the employee will also be processed and paid out in the next period.

Exceptions Severity Level

Exceptions are assigned a High/Medium/Low severity level.

- ➢ High exceptions must be corrected in order for the time associated with the exception to become payable time.
- ➢ Medium and Low priorities must also be reviewed and/or addressed and corrected, if needed.

Exception Examples

Event that Triggers Exception	Severity	Action Required
CUTLH001 Invalid Holiday TRC on Non Holiday	High	CUHO, HOLD, and HOLW are only allowed on a University-designated holiday. The timesheet needs to be updated by correcting the TRC to a non-holiday TRC.
CUTLT001 Reported Hours Less Than Scheduled Hours for Pay Period	High	This exception could have been triggered by one or more of the following scenarios: 1. Employee submitted less than scheduled hours for one or more weeks of the period (employee needs to submit a whole timesheet) 2. Less than the employee's scheduled hours got approved for one or more weeks of the period (all hours need to be approved) 3. Absence was submitted and/or approved past the absence approval deadline (this will get processed next period) 4. Employee has an Unpaid absence because he/she does not have the available balance (additional absence or AWOP is needed)
CUTLT002 Employee has not earned enough hours to use TRC - ILU	High	ILPU was keyed in on the timesheet without the employee having previously used HOLD. ILPU can only be used when the employee had a deferred holiday (indicated by HOLD). ILPU needs to be changed to a different TRC for that day.
TLX00440 TRC is not in TRC Program	High	Manager needs to follow up with DTA/CA to ensure appropriate TRCs are activated/being used. TRC needs to change to one for which the payee is eligible.

Event that Triggers Exception	Severity	Action Required
TLX00030 Inactive employee submits timesheet	High	Manager needs to check employee's status; follows-up with DTA if needed.
TLX01540 Reported time submitted on timesheet in excess of 24 hours for one day	High	Manager corrects time on the employee's timesheet; follows-up with manager as needed.
TLX10074 A schedule might not exist for the time reporter	High	Manager needs to check employee's status; follows-up with manager as needed.
CUTLT003 Employee has not used Deferred Holiday Hours	Low	This is an informative message to the manager that an employee who previously had a deferred holiday (HOLD) has not used ILPU within 30 days of the holiday, and the holiday will now be paid out to the employee in the employee's next check.
Reported time submitted on the timesheet in excess of 12 hours per day	Low	Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.
TLX01700 Time has been reported on the same day as a Full Day absence event	Low	Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.
TLX01710 Partial absence event and Reported Partial Punch Time reported on the same day	Low	Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.
TLX10081 Reported hours for a Casual has exceeded more than 6 hours in one day	Low	Manager to follow-up with employees accordingly. Manager either allows this exception or corrects it.
CUTLA001 An Absence during this period produced Unpaid Time	Low	At this point, Absence Calc has already finalized for this period for the employee. This exception serves as an informational message to the manager, alerting them this employee has an Unpaid absence for this period. Unpaid absences for Union/NUSS employees will cause their timesheets to be short for the week/period, and they will still receive their default pay. For true Absence Without Pay scenarios, the manager will need to input the AWOP on the timesheet for the Unpaid absence.

Reviewing Exceptions

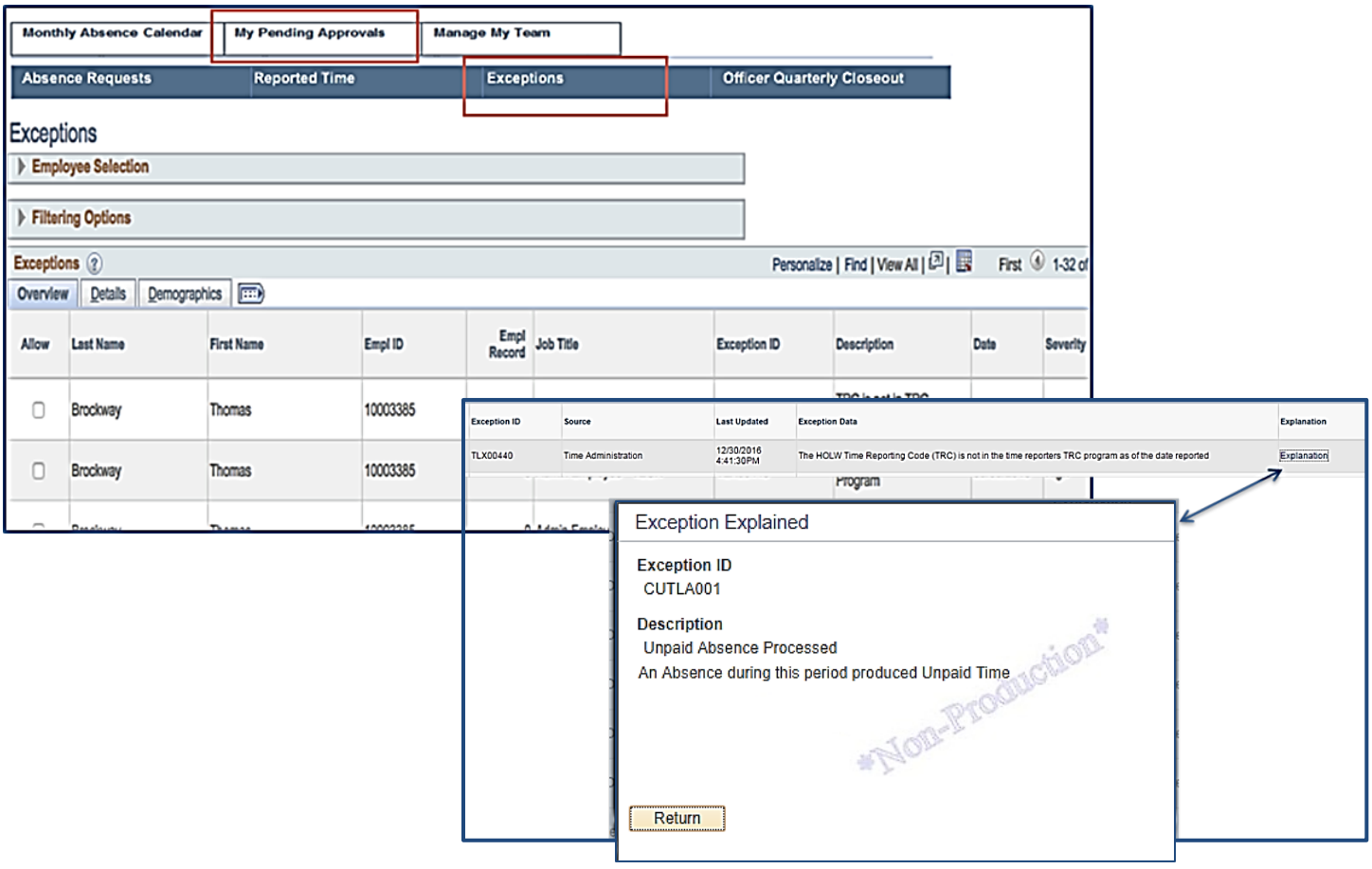
To access and review exceptions, click the link in the email and you will be brought directly to the *Manage Exceptions* page.

To access the *Manage Exceptions* page from the WorkCenter, navigate to: **MSS > Time Management > Time and Absence WorkCenter.**

1. Click on the "**My Pending Approvals**" tab and then the "**Exceptions**" tab. There are three tabs of information, *Overview*, *Details* and *Demographics.* The default view displays the overview tab listing employee names, type of exceptions and the Severity level.

2. Click the **Details** tab to view additional data. The *Details* tab provides similar information along with the Source of the exception, e.g. Time Administration, and an explanation of the exception. Note: to see all data in one row, click the icon to the right of the *Demographics* tab.

3. Click the **Explanation** link to the right side of the item to view more detail about the exception.



The PAC menu navigation for this page is: **MSS > Time Management > Approve Time and Exceptions > Exceptions**.

Resolving Exceptions

Review each message and address as needed to ensure the employee's time and absence information is accurately captured and that the timesheets reflect actual reported time. The research and resolution for each depends upon the unique message. If the exception approval deadline has passed for the pay period, the resolution will be in the next pay period.

Low and Medium Severity Exceptions

These exceptions serve as warning messages that need to be reviewed and cleared, thus accepting the message sent for the timesheet.

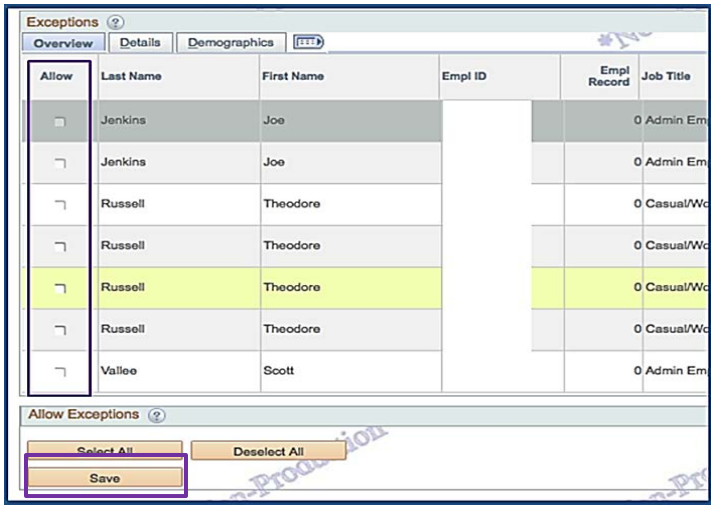
For example, if the "Reported time submitted on the timesheet in excess of 12 hours per day" exception generates, it is letting you know that an employee reported more than 12 hours of time in one day in the timesheet.

Navigate to the timesheet and review the entry to confirm the reported time in excess of 12 hours in the day is correct. Note that if this results in any overtime it would be calculated for the employee and paid as the entry was approved (unless it is changed).

If you do not allow this exception because the entry is incorrect, modify to the timesheet to indicate the correct time entries or absences taken and then resubmit the timesheet and approve it.

Clearing Low and Medium Severity Exceptions

To clear low and medium level severity exceptions, select the "**Allow**" checkbox next to the item and then click "**Save**". Items will remain on the list until cleared (allowed).



For High Severity Exceptions

These exceptions need to be resolved by the end of every pay period. If High exceptions are not resolved by the end of the current pay period, the timesheet will be processed in the next period once the exceptions are resolved. Any additional pay due to the employee will also be processed and paid out in the next period.

For these exceptions, selecting "Allow" alone will not resolve the exception.

For example, if the "Reported time submitted on the timesheet in excess of 24 hours per day" exception generates, it is letting you know that an employee reported more than 24 hours of time in one day in the timesheet. This exception must be resolved by correcting the timesheet.

- Navigate to the timesheet and review the entries totaling an excess of 24 hours in the day
- Correct and submit the revised timesheet. Follow up with the employee if needed (or DTA may follow up with the manager) and then approve the timesheet

If the correction resolved the High exception, it will no longer appear in the list after the next time administration process runs.

Time and Absence Reports

Time and Absence reports assist with the reviewing and reporting needs of managers and DTAs. Managers can access reports that provide information for their direct reports and DTAs can access those reports and additional reports that allow for the review and oversight activities for their department(s). When a DTA runs any of these reports, the results returned are by department.

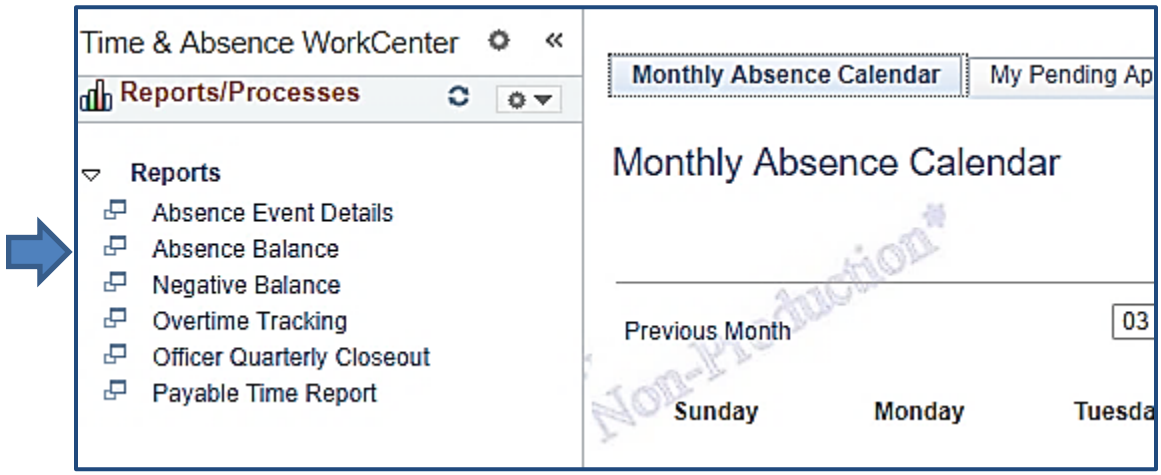
This is the *Reports* lesson of the *Managing PAC Timesheets and Absence* course. Upon completion of this lesson, you will be able to:

- Access and Generate Time and Absence Reports
- Interpret Report Data

Estimated Time to Complete Lesson: 20 minutes

WorkCenter Reports Section

Reports are easily accessible through the WorkCenter and the report links are located on the upper left hand side of the page.



In addition to being easily accessible through the WorkCenter, reports are also accessible on their own individual pages in PAC here: **Main Menu > Manager Self Service > Time Management > TLAM Reports**

To export report results into Excel, click the export icon at the right side of the Report Results title bar.

Available Reports

Time and Absence managers and *Department Time Administrators can generate the following reports for their direct reports. Managers view information for their direct reports and DTAs view information for their department.

1. Absence Event Details – this report shows all absence events with their start and end dates, duration, comments and approval/workflow status
2. Absence Balances – this report shows all absence entitlement balances
3. Negative Balance – this report shows projected negative balances
4. Overtime Tracking – this report shows reported hours, either approved or after approval, will generate and overtime payment
5. Officer Quarterly Closeout (*DTA only, certain departments only) – this report displays the status of quarterly acknowledgement of absences. For departments using the "Officer Quarterly Closeout" process only
6. Payable Time Report – this report shows detailed information of an employee's payable hours by day

Absence Event Details Report

Absence Event Details Report Description

The Absence Event Details Report displays all absence events for a manager's direct reports (when run by the manager) or by department (when run by DTA).

Report Use

This report is useful to see all absence events for your direct reports within the parameters entered in the search criteria window. It is helpful to see this data in a summary view as the absence history page provides an individual employee view only.

It can also be used to view absence history by employee or by absence type. DTAs who run this report will return results for the entire department or within a certain department (if you have access to more than one).

Report Generation and Entry Parameters

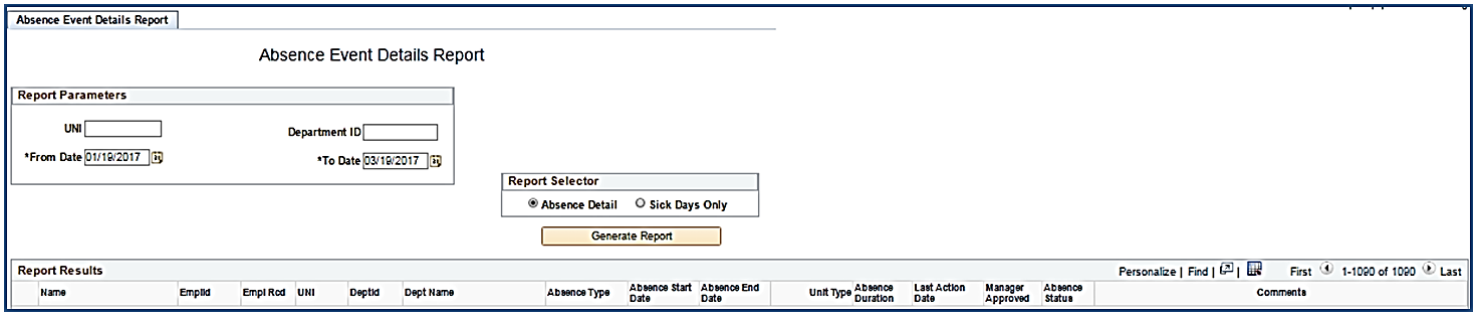
1. Click the *Absence Event Details* report link from the WorkCenter or menu navigation
2. In the 'Report Parameters' section, enter or select from the calendar icon, the **From Date** and **To Date** for the period of time you would like to view (**required fields**)
3. In the 'Report Selector' section, the default view is Absence Detail to view all absence types. If you want to see results for Sick absences, select the 'Sick Days Only' radio button
4. Click the **Generate Report** button to run the report

Optional Parameter Entry – if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID** (**department)** respectively.

Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type, Start and End Dates
- Unit Type (Days or Hours) and Absence Duration
- Last Action Date (last date the absence was acted upon, e.g. date is was approved)
- Manager Approved (Y = yes; N = no)
- Absence Status (Submitted, Approved, Denied, Cancelled, Pushed Back
- Comments (as entered on the absence request)



Absence Balance Report

Absence Balance Report Description

The Absence Balance Report displays all absence balances for a manager's direct reports (when run by the manager) or by department (when run by DTA).

Report Use

This report is useful to see employee's absence balances within the parameters entered in the search criteria window. This is helpful to see a summary view as the absence balance page provides an individual employee view only.

It can also be used to view absence balances by employee or by absence type. DTAs who run this report will return results for the entire department.

Report Generation and Entry Parameters

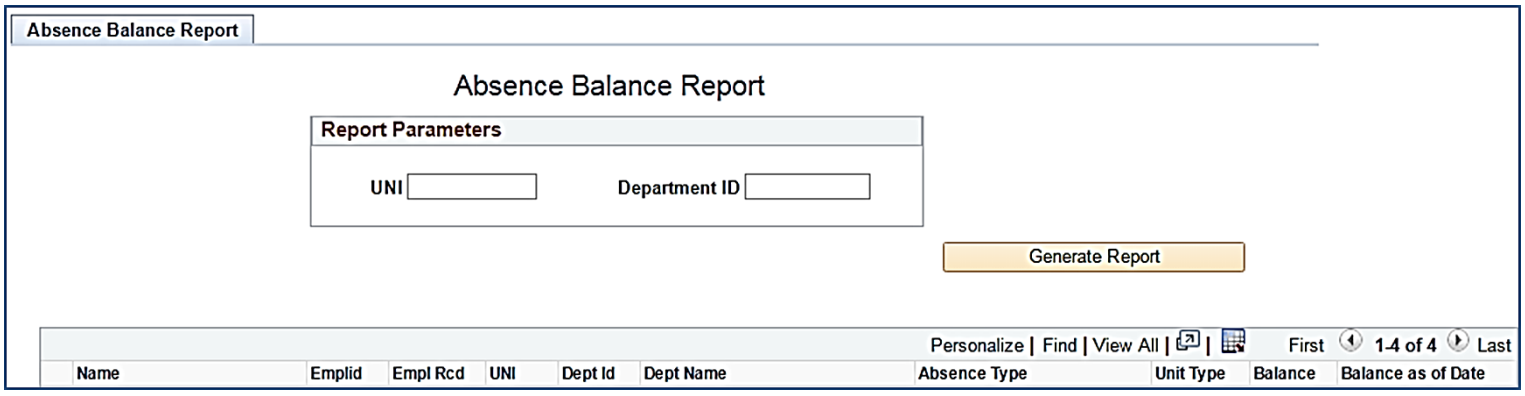
1. Click the *Absence Balance* report link from the WorkCenter or menu navigation
2. There are no required fields and the report results default to show either your direct reports (managers) or department employees (DTAs)

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID** (**department)** respectively and then click **Generate Report** button to run the report.

Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type and Unit Type (Days or Hours)
- Balance and Balance As Of Date (when the last absence process was finalized)



Negative Balance Report

Negative Balance Report Description

The Negative Balance Report displays employees who have a negative absence balance for a manager's direct reports (when run by the manager) or by department (when run by DTA).

Report Use

This report is useful to determine if employees have a projected negative balance and assist with the review and approval for that employee's absence requests.

Managers should run this report prior to the absence approval deadline to determine if any employees will be going into the negative and for what absence to allow time to edit or push back absences as needed. This provides a quick, last-minute check on any employees who could be going into the negative for the upcoming Absence Calculation about to run and to follow-up to make any needed corrections prior to when absences are finalized for the period, which alleviate additional work needed later to correct balances and absence data post-absence finalization for the pay period.

Either an additional absence should be entered to make up the difference between the negative value in the report and the employee's scheduled hours for that day (employee recorded 7 hours vacation, only has 4 hours vacation balance, needs to key 3 hours as personal day), or the manager should indicate an AWOP on the employee's timesheet for the negative amount. At this point in the period, this is most likely after-the-fact, as it is at the end of the period, and, in fact, the employee would have already taken the absence.

Benefit

By having managers run this report prior to their absence approval deadline, it provides them a quick, last-minute check on any employees who could be going into the negative for the upcoming Absence Calc we're about to run (later that day). This ensures managers are still able to follow-up to correct any errant absence requests prior to when absences are finalized for the period, which alleviate additional work needed later to correct balances and absence data post-absence finalize.

DTAs should run this report for their department after the manager absence approval deadlines for a department level view of employees who will go into a negative absence balance and work with the managers to resolve as needed.

Report Generation and Entry Parameters

1. Click the *Negative Balance* report link from the WorkCenter or menu navigation

2. There are no required fields and the report results default to show either your direct reports (managers) or department employees (DTAs)

If, after the manager approval deadline, there are still employees showing up in this report, the DTA will need to review this information further, following up with managers as-needed in order to resolve these scenarios. DTAs will need to maintain oversight to ensure negative absence takes are not getting picked by Absence Calc.

Note: for Officers of Administration, vacation balances can go negative by ten (10) days. If the Negative Balance Report is run after the Absence Calculation has finalized, negative vacation will still display on this report only for Officers of Administration. Negative balances are not stored in the system for other employee types. Once a negative absence take

gets processed by Absence Calc as Unpaid, it will no longer get generated in the results set from this report after the Absence has finalized for that period.

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID** (**department)** respectively and then click **Generate Report** button to run the report.

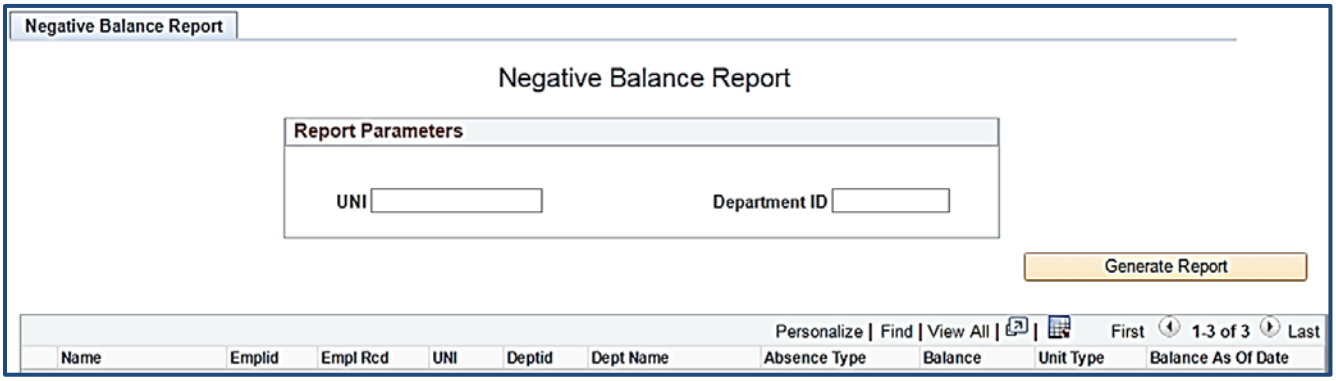
Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type
- Balance
- Unit Type (Days or Hours)
- Balance As Of Date (when the last absence process was finalized)

When this report is run, it will show a projected negative balance for the following absence types, based on population group:

- For Absence Only Reporters, projected negative balances will appear for Vacation
- For Timesheet Reporters (non-casual or VHO), projected negative balances will appear Vacation, Personal and NYC Sick and Sick absence types.
- For Casual and VHO Timesheet Reporters, projected negative balances will appear NYC Sick absence types.



Negative Absence Balances and Unpaid Absences

If a Time Reporter entry includes unavailable absence time, the timesheet needs to be corrected. This will produce an exception when Time Admin runs, prompting you to go back to the employee's timesheet to resolve the issue.

Overtime Tracking Report

Overtime Tracking Report Description

The Overtime Tracking Report displays employees who have already received overtime pay. It includes any processed pay periods and does not show the current, unprocessed pay period. Results displayed are for the manager's direct reports (when run by the manager) or department employee's (when run by DTA).

Report Use

This report is useful to determine the amount of overtime hours and earnings that were incurred within a pay period or within the entered parameters.

Report Generation and Entry Parameters

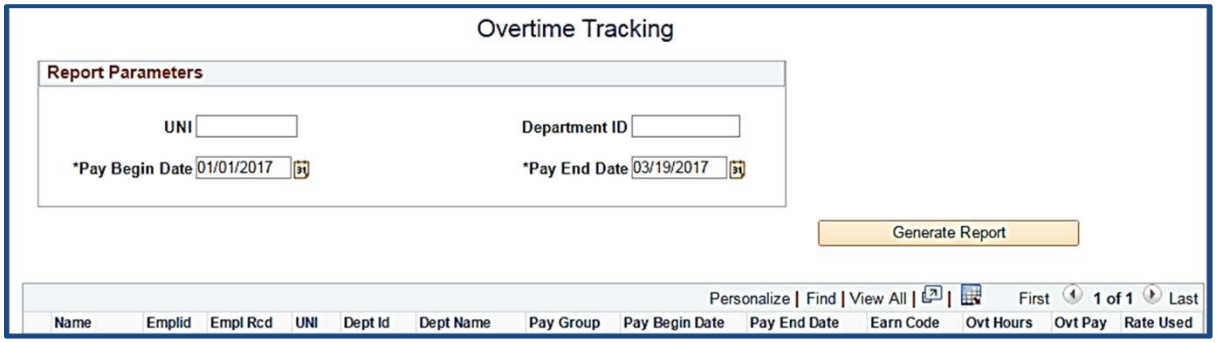
1. Click the *Overtime Tracking* report link from the WorkCenter or menu navigation
2. In the 'Report Parameters' section, enter or select from the calendar icon, the **Pay Begin Date** and **Pay End Date** for the period of time you would like to view (**required fields**)
3. Click the **Generate Report** button to run the report

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID** (**department)** respectively.

Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Pay Group
- Pay Begin and Pay End Dates
- Earn Code
- Overtime (OVT) Hours and Overtime (OVT) Pay and Rate Used



Officer Quarterly Closeout Report (DTA Only)

Officer Quarterly Closeout Report Description

The *Officer Quarterly Closeout* report displays all officer employees in the department and the submission statuses of their Closeouts.

Report Use

This report is useful to determine employee's quarterly closeout completion status.

Report Generation and Entry Parameters

1. Click the *Officer Quarterly Closeout* report link from the WorkCenter or menu navigation
2. There are no parameters/criteria for generating this report. The data will load, as a default, upon navigating to the page.

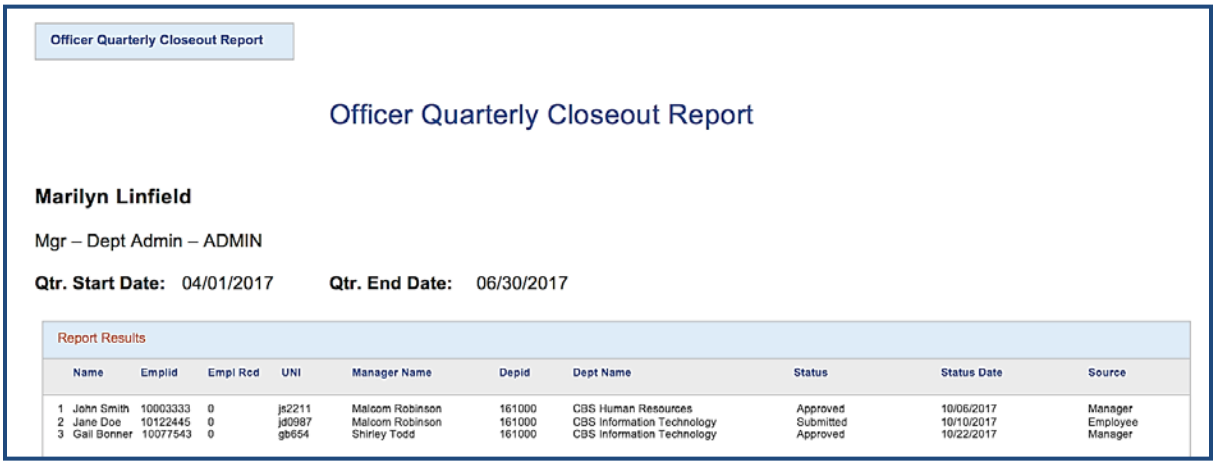
Report Results

The report results show:

- Name, Employee ID, Employee Record, UNI,
- Manager Name, Department ID, Department Name,
- Status ,Status Date and Source

The **four (4)** statuses the DTA will see are as follows:

- **Not Submitted:** employee has not submitted his/her Closeout (Status Date and Source will be blank)
- **Submitted:** employee has submitted his/her Closeout (Status Date = the submission date and Source = Employee)
- **Approved:** manager has approved the Closeout (Status Date = the approval date and Source =Manager)
- **Rework:** manager has sent Closeout back to employee (Status Date column will be populated and Source will be Manager)


Officer Quarterly Closeout Report

Officer Quarterly Closeout Report

Marilyn Linfield

Mgr – Dept Admin – ADMIN

Qtr. Start Date: 04/01/2017 **Qtr. End Date:** 06/30/2017

Report Results

	Name	Emplid	Empl Rcd	UNI	Manager Name	Depid	Dept Name	Status	Status Date	Source
1	John Smith	10003333	0	js2211	Malcom Robinson	161000	CBS Human Resources	Approved	10/06/2017	Manager
2	Jane Doe	10122445	0	jd0987	Malcom Robinson	161000	CBS Information Technology	Submitted	10/10/2017	Employee
3	Gail Bonner	10077543	0	gb654	Shirley Todd	161000	CBS Information Technology	Approved	10/22/2017	Manager

Payable Time Report

Payable Time Report Description

The Payable Time Report provides a historical view of payable time and displays the quantity of daily hours paid to Time Reporters.

Report Use

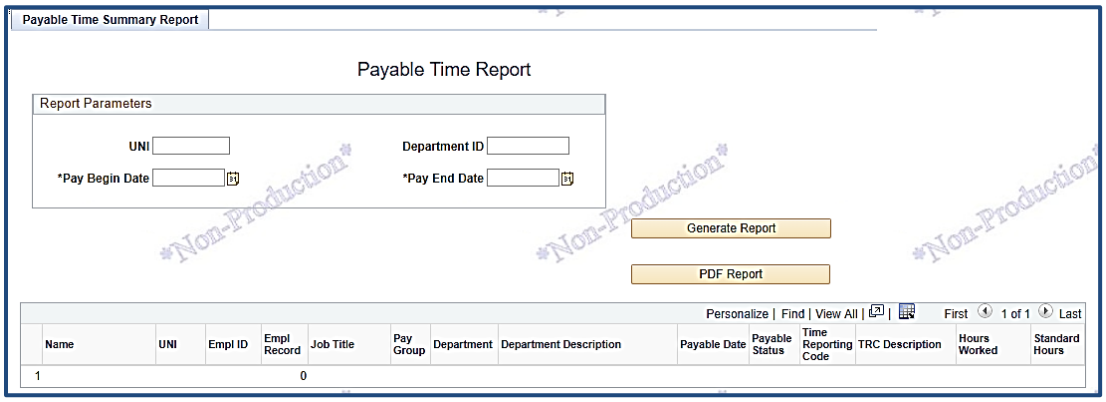
This report is useful to determine the amount of paid hours and the Time Reporting code for the pay.

Report Generation and Entry Parameters

1. Click the *Payable Time* report link from the WorkCenter or menu navigation
2. In the 'Report Parameters' section, enter or select from the calendar icon, the **Pay Begin Date** and **Pay End Date** for the period of time you would like to view (**required fields**)
3. Click the **Generate Report** button to run the report or **PDF Report** button to run the report as a pdf document

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID** (**department)** respectively.

Report Results

The report results show:

- Name, UNI, Employee ID and Employee Record
- Job Title, Pay Group
- Department ID and Department Description
- Payable Date, Payable Hours
- Time Reporting Code, TRC Description
- Hours Worked, Standard Hours