

## Managing PAC Timesheets – Job Aid

**Visit the HR Manager Toolkit for more information on HR related policies, processes and training.**

### Step 1: Access 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.

### Step 2: Review Hours Worked / Time Off Entries for the Pay Period

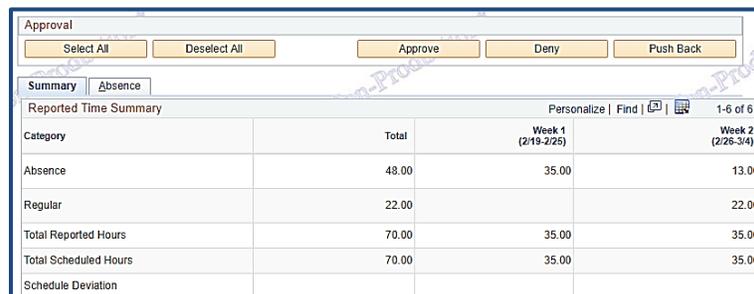
- **Compare** the **Reported** hours to the **Scheduled** hours to confirm the timesheet is complete and that there are no missing entries for the pay period. Reported hours must be equal to or greater than scheduled hours.
- **Confirm** time entries accurately depict the type of time for the pay period. Hours worked entries in the **In** and **Out** columns; Time Reporting Codes are accurate for the type of time; other types of time entered in the quantity column and correct TRC, e.g. “7.00 hours for a holiday or Absent without Pay.”
- **Confirm** absence entries accurately depict the amount of time taken off and that the employee has enough time in their absence balance to take.
- **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 the Bi-Weekly PAC Timesheet Processing Schedule on the HR Website for exact dates

- **Employee** timesheet submission is 10 AM 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)

### Step 3: Take Action on the Timesheet

- **Approve/Push Back** the timesheet as needed. If pushing back, include a comment for the employee for guidance on how to correct.
- You can also **Update** any entry yourself. Remember to submit the entry prior to approving it.



Approval				
Select All		Deselect All		Approve
				Deny
				Push Back
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	48.00	35.00	13.00	
Regular	22.00		22.00	
Total Reported Hours	70.00	35.00	35.00	
Total Scheduled Hours	70.00	35.00	35.00	
Schedule Deviation				