



To: All Officers of Administration
From: Shavonne Norris, Director of Human Resources (Administration)
Subject: **PAC Time & Labor Absence Management System (TLAM)**

Time & Labor and Absence Management (TLAM) System has replaced all paper leave tracking forms used by Officers of Administration. The electronic tracking system will allow you to:

- Submit leave requests electronically for review and approval
- Track the status of approvals
- Access available leave balances in real time

Below are instructions on how to submit request for time off for Officers of Administration.

PAC Absence Entry – Job Aid

Step 1: Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the **Submit Absence Requests** link in the PAC Time and Absence section on the page.

Step 2: Enter Absence Details

- Select the type of absence from the **Absence Name** drop down menu.
- Enter the **Start and End Dates** for the Absence. If absence is for one-day, enter the same date in both the Start and End Date fields. Ensure that you have enough balance time available for the absence.
- If the request includes a partial day, select **Partial Days** and then select which day or days are partial from the dropdown menu and then enter the number of partial hours or half-day indicator as applicable per the absence type and employee type.
- Note the **balance information** that displays for the type of absence requested and ensure you have enough time for the absence before submitting it to your manager.

A comment (optional) can be added to the request in the Comments text box.

Absence Type	All
*Absence Name	Vacation
*Start Date	01/10/2019
End Date	01/10/2019
Duration	1.00 Days
Partial Days	None
Comments	
Balance Information	
	As of 11/30/2018: 21.00 Days *
	As of this Request: 24.00 Days **
	As of 06/30/2019: 33.00 Days **
*Balance is the most-recent date absences were processed	
**Includes earned time off	
View Balances	
View Requests	

Step 3: Submit the Absence Request

Click **Submit** to request the absence and send to your manager for approval or click **Save for Later** to submit it at a later date. Saved absences are submitted from the **View Requests** page.

If you have any questions or concerns on how to fill out your timesheet or calculate your balances, please feel free to contact me.

Thank you.