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

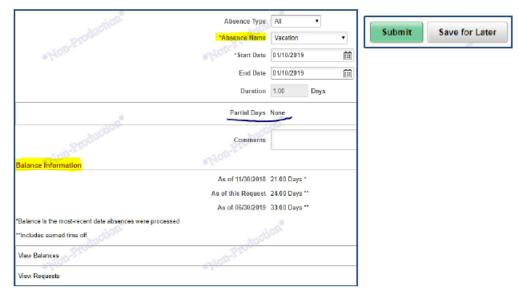
Step 1: Log in to PAC Time and Absence

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.



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.