



COLUMBIA LAW SCHOOL

To: All Support Employees
From: Shavonne Norris, Director of Human Resources (Administration)
Subject: **Timekeeping Policies and Procedures (2019-2020)**

Attached, please find the timesheet submission schedule for 2019-2020. Also, attached for your review:

- ✓ 2020-2020 Submission Schedule
- ✓ Instructions for completing submitting timesheets
- ✓ Overtime and Compensatory Time Policy
- ✓ Vacation, Personal and Sick Time Accrual Policy

As a reminder, all timesheets must be filled out completely and approved by your supervisor on a timely basis (see submission schedule).

In order to avoid delays in receiving overtime pay, have all time sheets filled out properly and submitted on time.

An electronic version of the time sheet can be found at: my.columbia.edu

If you have any questions, please feel free to contact me at 854-7407.

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.

PAC Timesheet Entry for Support Staff and Hourly Officer Employees – 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 Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

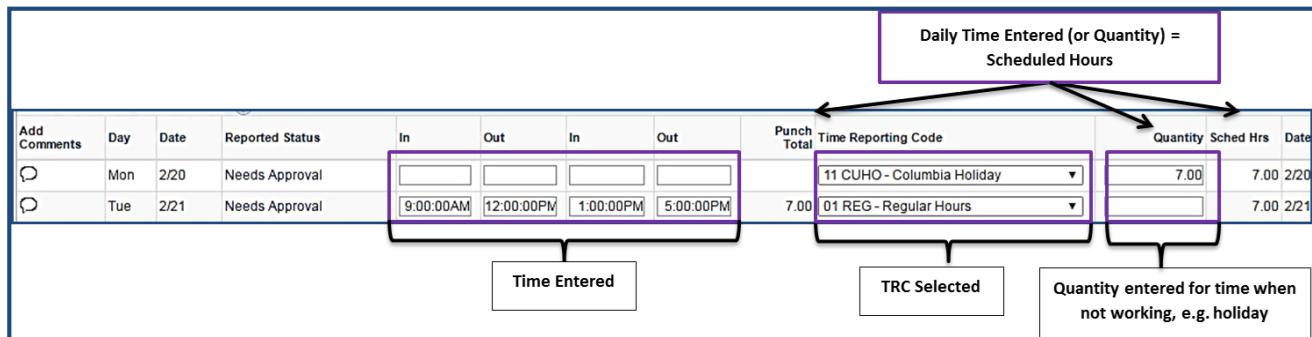
Step 2: Enter hours worked / time off into timesheet

- For hours worked: Enter the time you begin work, take a break, return from break and end time. For example, "9:00 am 12:00 pm 1:00 pm 5:00 pm." Continue entry for each day worked in the pay period.
- For other types: Enter the quantity of hours for that time. For example, "7.00 hours for a holiday."
- If entering a partially worked day, enter the amount of worked hours and then either add an absence or other type of time (e.g. Absence without Pay) to equal your scheduled hours for the day. Submitted hours may be greater than scheduled hours if you work overtime.

A comment (optional) can be added to each time entry. Click the bubble icon in the comment column.

Step 3: Select the Time Reporting Code

Click the dropdown arrow to select the category for the hours. For example, REG-Regular, CUHO – Holiday.



The screenshot shows the PAC Timesheet Entry interface. Annotations include:


- A box labeled "Daily Time Entered (or Quantity) = Scheduled Hours" with arrows pointing to the "Quantity" and "Sched Hrs" columns.
- A box labeled "Time Entered" with arrows pointing to the "In" and "Out" time input fields for Monday and Tuesday.
- A box labeled "TRC Selected" with an arrow pointing to the "Time Reporting Code" dropdown menu.
- A box labeled "Quantity entered for time when not working, e.g. holiday" with an arrow pointing to the "Quantity" input field for Tuesday.

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

Step 4: Submit the Timesheet - Click **Submit** after each entry to save your submission and send to your manager. You can continue submitting until the pay period due date.

Absence Option: **Enter an Absence** - Click the **Absence** tab at the bottom of the timesheet, click **Add Absence Event** and then **Details**. Enter the absence details and click **OK** to **Submit**. If this is a partial absence, remember to add the remaining type of *time* to the day entry.

Ensure that you have enough balance time available for the absence. If you do not, the system will subtract the unavailable time from the paycheck. If either the Personal and Vacation balances (employees eligible for both types), do not have a sufficient amount of available time, the system will look to the other balance first before subtracting pay.



The screenshot shows the PAC Absence Events entry form. It includes tabs for "Summary" and "Absence". The "Absence" tab is active, showing "Absence Events" and "Absence Take" buttons. Below is a table for entering absence details:

| *Start Date | End Date | Absence Name | Reason | Unit Type | Details |
|-------------|------------|-------------------|--------|-----------|---------|
| 12/24/2018 | 12/24/2018 | Select Absence Na | | | |

At the bottom, there is a yellow button labeled "Add Absence Event".

Local 2110 – Support Staff Employees Overtime Policy

In accordance with the University's Collective Bargaining Agreement with Local 2110, the calculations and policy which govern overtime pay are as follows:

1. Employees shall be compensated at the rate of one and on-half times their regular pay for authorized time worked in excess of the regular thirty-five (35) hour full-time work week (Monday through Sunday) by receiving either overtime pay or compensatory time off.
2. There is no option for compensatory time off for time worked over forty (40) hours; time worked over forty (40) hours must be paid at an overtime rate.
3. Compensatory time off must be scheduled and used within sixty (60) days from the date the time is worked, and if not scheduled and used within these sixty (60) days, will be paid at the overtime rate. Request to accrue compensatory time in lieu of paid overtime will be tracked outside of TLAM. Please submit in writing to your manager with a cc to hr@law.columbia.edu when requesting and using comp time.
4. In a memorandum dated March 26, 1987, an agreement was reached between the University and Local 2110 which identifies "time worked" for the purpose of computing weekly overtime. The agreement states:

"Vacation, holidays, and personal holidays will be considered as time worked for the purpose of determining eligibility for overtime pay under Article XV and Article XVI of the Contract. No other absence shall be considered as time worked in determining eligibility for overtime pay."

For example:

#1 (NOT ELIGIBLE FOR OVERTIME PAY)

| | | |
|--------------|------------------------|----------------------------------------------|
| Thursday: | 9:00 a.m. to 5:00 p.m. | = 7 hours |
| Friday: | 9:00 a.m. to 6:00 p.m. | = 8 hours |
| Monday: | 9:00 a.m. to 5:00 p.m. | = 7 hours |
| Tuesday: | SICK | = SICK DAY (7 hours) |
| Wednesday: | 9:00 a.m. to 7:00 p.m. | = 9 hours |
| TOTAL HOURS: | | = 35 regular hours 3 hours (regular rate) |

#2 (ELIGIBLE FOR OVERTIME PAY)

| | | |
|--------------|------------------------|-----------------------------------------------|
| Thursday: | 9:00 a.m. to 5:00 p.m. | = 7 hours |
| Friday: | 9:00 a.m. to 6:00 p.m. | = 8 hours |
| Monday: | 9:00 a.m. to 5:00 p.m. | = 7 hours |
| Tuesday: | VACATION | = VACATION DAY (7 hours) |
| Wednesday: | 9:00 a.m. to 7:00 p.m. | = 9 hours |
| TOTAL HOURS: | | = 35 regular hours 3 hours (overtime rate) |

Vacation Days

Employees shall be entitled to vacation, to be credited each June 30th during the term of this Agreement as follows:

| Length of Employment | Earned Vacation Rate & Maximum Allowance |
|---------------------------------|---------------------------------------------------------------------------------------|
| 2 months but less than 15 years | 2 days per completed month of employment following probationary period up to 20 days. |
| 15 years but less than 20 years | 2 days per completed month of employment up to 22 days |
| 20 Years or more | 2 days per completed month of employment up to 25 days |

- The vacation year is July 1 to June 30. Vacation earned during one vacation year must be taken by the end of the following vacation year.
- Upon completion of six months of employment, employees terminating on or after the 15th of any month will receive one (1) day and those terminating on the last working day of any month will be given credit for two (2) days.
- Vacation and Personal days can only be used after it has been accrued. Employees cannot borrow from future accrued days.

Personal Days:

Employees are entitled to three (3) personal days a year, one every four months, following the completion of their probationary period. Employee is only allowed to accrue up to 3 personal days at any given time.

Sick Days:

Employees hired prior to October 21, 2094 accrue sick days as follows:

| Length Of Service | # of Days/YR | Length of Service | # of Days/Yr |
|-------------------------------------------------|---------------------|--------------------------------------------|---------------------|
| One day but less than sixty calendar days | None | Three years but less than five full years | 15 |
| Sixty calendar days but less than one full year | 7 | Five years but less than ten full years | 20 |
| One year but less than three full years | 10 | Ten years but less than fifteen full years | 25 |
| | | Fifteen or more years | 30 |

- Employees hired on or after October 21, 1994 shall be entitled to paid sick days as follows: One (1) day for each full month worked during the first year of employment. After one (1) or more years of employment with the University shall be entitled to a total of twelve (12) additional days of sick leave as of the beginning of his/her second and each subsequent year of employment, provided that at no time will an Employee be entitled to accumulate more than sixty (60) working days of sick leave during any one year, including the days earned or to be earned in the current sick leave year.
- All Employees shall be entitled to use up to five (5) days of his/her sick leave each year for family illness (child, spouse, same sex domestic partner, **child or parent of spouse or same sex domestic partner, sibling, grandparent, grandchild**, family member residing in the employees' household).

July 2019 – June 2020 Bi-Weekly PAC Timesheet Schedule

| Employee Timesheet Submission Deadline (10 AM) | Manager Timesheet Approval Deadline (12 PM) | Pay Period Begin (Monday) | Pay Period End (Sunday) | Check Date | View Updated Absence Balances on Web |
|---------------------------------------------------|------------------------------------------------|------------------------------|----------------------------|------------|-----------------------------------------|
| Friday, July 05, 2019 | Friday, July 05, 2019 | 06/24/2019 | 07/07/2019 | 07/12/2019 | 07/09/2019 – Personal/Sick* |
| Friday, July 19, 2019 | Friday, July 19, 2019 | 07/08/2019 | 07/21/2019 | 07/26/2019 | 07/23/2019 – Personal/Sick* |
| | | | | | 08/02/2019 – Vacation** |
| Friday, August 02, 2019 | Friday, August 02, 2019 | 07/22/2019 | 08/04/2019 | 08/09/2019 | 08/06/2019 – Personal/Sick* |
| Friday, August 16, 2019 | Friday, August 16, 2019 | 08/05/2019 | 08/18/2019 | 08/23/2019 | 08/20/2019 – Personal/Sick* |
| Wednesday, August 28, 2019 | Wednesday, August 28, 2019 | 08/19/2019 | 09/01/2019 | 09/06/2019 | 09/03/2019 – Personal/Sick* |
| | | | | | 09/05/2019 – Vacation** |
| Friday, September 13, 2019 | Friday, September 13, 2019 | 09/02/2019 | 09/15/2019 | 09/20/2019 | 09/17/2019 – Personal/Sick* |
| Friday, September 27, 2019 | Friday, September 27, 2019 | 09/16/2019 | 09/29/2019 | 10/04/2019 | 10/01/2019 – Personal/Sick* |
| | | | | | 10/03/2019 – Vacation** |
| Friday, October 11, 2019 | Friday, October 11, 2019 | 09/30/2019 | 10/13/2019 | 10/18/2019 | 10/15/2019 – Personal/Sick* |
| Friday, October 25, 2019 | Friday, October 25, 2019 | 10/14/2019 | 10/27/2019 | 11/01/2019 | 10/29/2019 – Personal/Sick* |
| | | | | | 11/04/2019 – Vacation** |
| Friday, November 08, 2019 | Friday, November 08, 2019 | 10/28/2019 | 11/10/2019 | 11/15/2019 | 11/12/2019 – Personal/Sick* |
| Tuesday, November 19, 2019 | Tuesday, November 19, 2019 | 11/11/2019 | 11/24/2019 | 11/27/2019 | 11/22/2019 – Personal/Sick* |
| | | | | | 12/03/2019 – Vacation** |
| Friday, December 06, 2019 | Friday, December 06, 2019 | 11/25/2019 | 12/08/2019 | 12/13/2019 | 12/10/2019 – Personal/Sick* |
| Wednesday, December 18, 2019 | Wednesday, December 18, 2019 | 12/9/2019 | 12/22/2019 | 12/27/2019 | 12/23/2019 – Personal/Sick* |
| | | | | | 01/04/2020 – 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

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| Employee Timesheet Submission Deadline (10 AM) | Manager Timesheet Approval Deadline (12 PM) | Pay Period Begin (Monday) | Pay Period End (Sunday) | Check Date | View Updated Absence Balances on Web |
|---------------------------------------------------|------------------------------------------------|------------------------------|----------------------------|------------|-----------------------------------------|
| Friday, January 03, 2020 | Friday, January 03, 2020 | 12/23/2019 | 01/05/2020 | 01/10/2020 | 01/07/2020 – Personal/Sick* |
| Wednesday, January 15, 2020 | Wednesday, January 15, 2020 | 01/06/2020 | 01/19/2020 | 01/24/2020 | 01/21/2020 – Personal/Sick* |
| | | | | | 02/04/2020 – Vacation** |
| Friday, January 31, 2020 | Friday, January 31, 2020 | 01/20/2020 | 02/02/2020 | 02/07/2020 | 02/04/2020 – Personal/Sick* |
| Friday, February 14, 2020 | Friday, February 14, 2020 | 02/03/2020 | 02/16/2020 | 02/21/2020 | 02/18/2020 – Personal/Sick* |
| | | | | | 03/03/2020 – Vacation** |
| Friday, February 28, 2020 | Friday, February 28, 2020 | 02/17/2020 | 03/01/2020 | 03/06/2020 | 03/03/2020 – Personal/Sick* |
| Friday, March 13, 2020 | Friday, March 13, 2020 | 03/02/2020 | 03/15/2020 | 03/20/2020 | 03/17/2020 – Personal/Sick* |
| Friday, March 27, 2020 | Friday, March 27, 2020 | 03/16/2019 | 03/29/2020 | 04/03/2020 | 04/02/2020 – Personal/Sick* |
| | | | | | 04/02/2020 – Vacation** |
| Friday, April 10, 2020 | Friday, April 10, 2020 | 03/30/2020 | 04/12/2020 | 04/17/2020 | 04/14/2020 – Personal/Sick* |
| Friday, April 24, 2020 | Friday, April 24, 2020 | 04/13/2020 | 04/26/2020 | 05/01/2020 | 04/28/2020 – Personal/Sick* |
| | | | | | 05/02/2020 – Vacation** |
| Friday, May 08, 2020 | Friday, May 08, 2020 | 04/27/2020 | 05/10/2020 | 05/15/2020 | 05/12/2020 – Personal/Sick* |
| Wednesday, May 20, 2020 | Wednesday, May 20, 2020 | 05/11/2020 | 05/24/2020 | 05/29/2020 | 05/26/2020 – Personal/Sick* |
| | | | | | 06/02/2020 – Vacation** |
| Friday, June 05, 2020 | Friday, June 05, 2020 | 05/25/2020 | 06/07/2020 | 06/12/2019 | 06/09/2020 – Personal/Sick* |
| Friday, June 19, 2020 | Friday, June 19, 2020 | 06/08/2020 | 06/21/2020 | 06/26/2020 | 06/23/2020 – Personal/Sick* |
| | | | | | 07/02/2020 – Vacation** |

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