



# COLUMBIA LAW SCHOOL

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

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Time & Labor and Absence Management (TLAM) System has replaced all paper time reporting and leave tracking forms used by administrative staff and student casuals. Staff are able to:

- Submit timesheets and leave requests electronically for review and approval
- Track the status of approvals
- Approved timesheets routed directly to CU Payroll for immediate processing
- Access available leave balances in real time

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

- ✓ 2019-2020 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.

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

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.

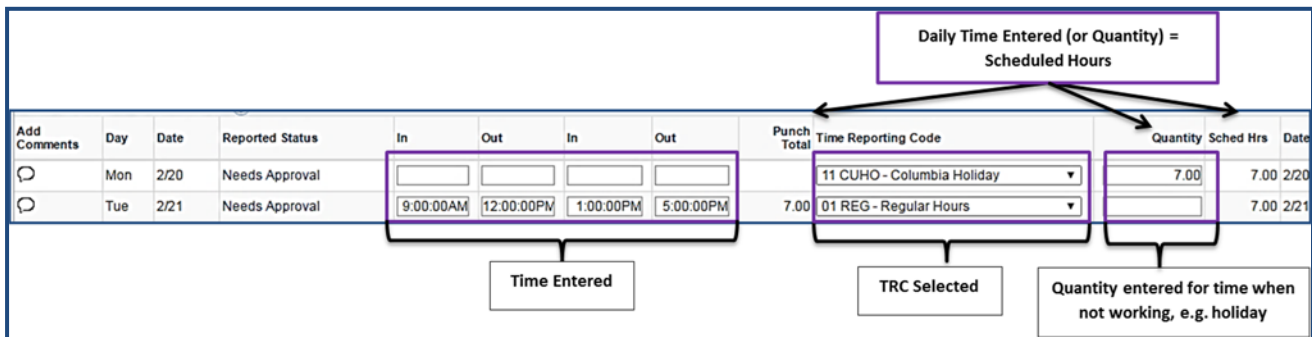
### Step 2: Enter hours worked / time off into timesheet

- 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.

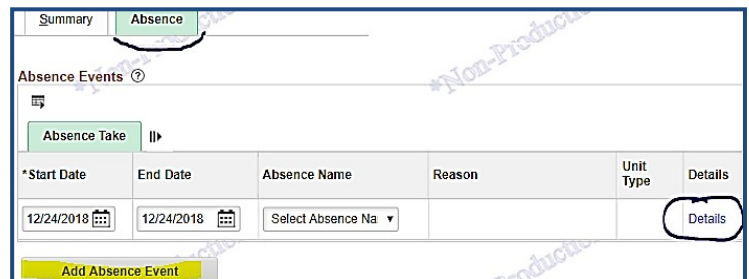


Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
	Mon	2/20	Needs Approval						11 CUHO - Columbia Holiday	7.00	7.00	2/20
	Tue	2/21	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/21

**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.



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

## 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](mailto:hr@law.columbia.edu) when requesting and using comp time.
4. In a memorandum dated 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

- o 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.
- o 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.
- o 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

- o 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.
- o 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

# 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, 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**

## Notes:

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