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# COLUMBIA LAW SCHOOL

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To: All Support Employees  
From: Shavonne Norris , Director of Human Resources (Administration)  
Subject: **Timekeeping Policies and Procedures (2021-2022)**

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Attached, please find the timesheet submission schedule for 2021-2022. Also, attached for your review:

- ✓ 2021-2022 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](http://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.

# July 2021 – June 2022 Bi-Weekly TLAM Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (10 AM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
----- Manager Timesheet & Absence Approval Deadline (12 PM)					
Wednesday, June 30, 2021	Friday, July 02, 2021	06/21/2021	07/04/2021	07/09/2021	07/06/2021 – Personal/Sick* 07/02/2021 – Vacation**
Friday, July 16, 2021	Monday, July 19, 2021	07/05/2021	07/18/2021	07/23/2021	07/20/2021 – Personal/Sick*
Friday, July 30, 2021	Monday, August 02, 2021	07/19/2021	08/01/2021	08/06/2021	08/03/2021 – Personal/Sick* 08/03/2021 – Vacation**
Friday, August 13, 2021	Monday, August 16, 2021	08/02/2021	08/15/2021	08/20/2021	08/17/2021 – Personal/Sick*
Friday, August 27, 2021	Monday, August 30, 2021	08/16/2021	08/29/2021	09/03/2021	08/31/2021 – Personal/Sick*
Friday, September 10, 2021	Monday, September 13, 2021	08/30/2021	09/12/2021	09/17/2021	09/13/2021 – Personal/Sick* 09/04/2021 – Vacation**
Friday, September 24, 2021	Monday, September 27, 2021	09/13/2021	09/26/2021	10/01/2021	09/28/2021 – Personal/Sick*
Friday, October 08, 2021	Monday, October 11, 2021	09/27/2021	10/10/2021	10/15/2021	10/12/2021 – Personal/Sick* 10/02/2021 – Vacation**
Friday, October 22, 2021	Monday, October 25, 2021	10/11/2021	10/24/2021	10/29/2021	10/26/2021 – Personal/Sick*
Friday, November 05, 2021	Monday, November 08, 2021	10/25/2021	11/07/2021	11/12/2021	11/09/2021 – Personal/Sick* 11/06/2021 – Vacation**
Tuesday, November 16, 2021	Thursday, November 18, 2021	11/08/2021	11/21/2021	11/24/2021	11/23/2021 – Personal/Sick*
Friday, December 03, 2021	Monday, December 06, 2021	11/22/2021	12/05/2021	12/10/2021	12/07/2021 – Personal/Sick* 12/04/2021 – Vacation**
Wednesday, December 15, 2021	Thursday, December 17, 2021	12/06/2021	12/19/2021	12/23/2021	12/21/2021 – Personal/Sick*
Tuesday, December 28, 2021	Thursday, December 30, 2021	12/20/2021	01/02/2022	01/07/2022	01/04/2021 – Personal/Sick*

**Notes:**

- Highlighted pay periods have 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 Sick Leave.
- \*\*Vacation time earned is applied to the employee's balance at the beginning of the following month.

# July 2021 – June 2022 Bi-Weekly TLAM Timesheet Schedule & Deadlines

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
					01/07/2022 – Vacation**
Wednesday, January 12, 2022	Friday, January 14, 2022	01/03/2022	01/16/2022	01/21/2022	01/18/2022 – Personal/Sick*
Friday, January 28, 2022	Monday, January 31, 2022	01/17/2022	01/30/2022	02/04/2022	02/01/2022 – Personal/Sick*
					02/04/2022 – Vacation**
Friday, February 11, 2022	Monday, February 14, 2022	01/31/2022	02/13/2022	02/18/2022	02/15/2022 – Personal/Sick*
Friday, February 25, 2022	Monday, February 28, 2022	02/14/2022	02/27/2022	03/04/2022	03/01/2022 – Personal/Sick*
					03/04/2022 – Vacation**
Friday, March 11, 2022	Monday, March 14, 2022	02/28/2022	03/13/2022	03/18/2022	03/15/2022 – Personal/Sick*
Friday, March 25, 2022	Monday, March 28, 2022	03/14/2022	03/27/2022	04/01/2022	03/29/2022 – Personal/Sick*
					04/06/2022 – Vacation**
Friday, April 08, 2022	Monday, April 11, 2022	03/28/2022	04/10/2022	04/15/2022	04/12/2022 – Personal/Sick*
Friday, April 22, 2022	Monday, April 25, 2022	04/11/2022	04/24/2022	04/29/2022	04/26/2022 – Personal/Sick*
					05/04/2022 – Vacation**
Friday, May 06, 2022	Monday, May 09, 2022	04/25/2022	05/08/2022	05/13/2022	05/10/2022 – Personal/Sick*
Friday, May 20, 2022	Monday, May 23, 2022	05/09/2022	05/22/2022	05/27/2022	05/24/2022 – Personal/Sick*
					06/03/2022 – Vacation**
Friday, June 03, 2022	Monday, June 06, 2022	05/23/2022	06/05/2022	06/10/2022	06/07/2022 – Personal/Sick*
Friday, June 17, 2022	Monday, June 20, 2022	06/06/2022	06/19/2022	06/24/2022	06/21/2022 – Personal/Sick*
					07/07/2022 – Vacation**
Wednesday, June 29, 2022	Friday, July 01, 2022	06/20/2022	07/03/2022	07/08/2022	07/05/2022 – Personal/Sick*
06/20/22 – 7/03/2022 payroll row displays tentative dates					

**Notes:**

- Highlighted pay periods have 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 Sick Leave.
- \*\*Vacation time earned is applied to the employee’s balance at the beginning of the following month.

## 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.

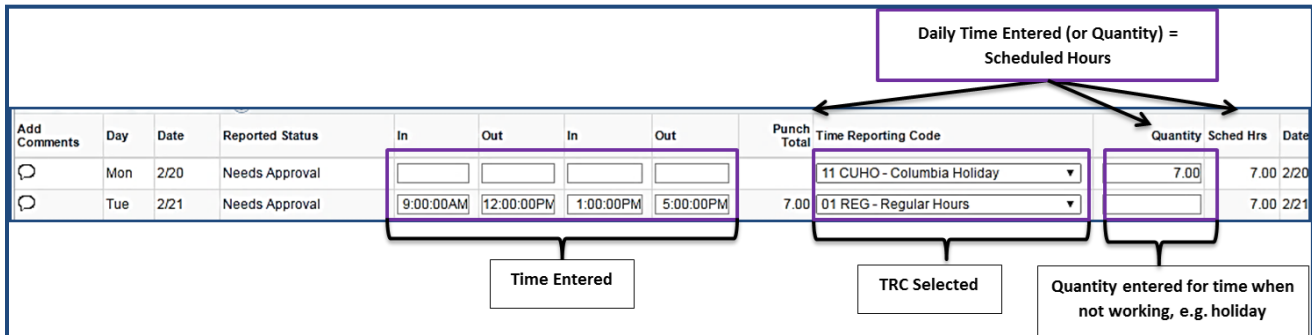
### Step 2: Enter hours worked / time off into timesheet

- 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

**Daily Time Entered (or Quantity) = Scheduled Hours**

**Time Entered** (points to In/Out fields)

**TRC Selected** (points to Time Reporting Code dropdown)

**Quantity entered for time when not working, e.g. holiday** (points to Quantity field)

**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.



Summary | **Absence**

Absence Events ⓘ

Absence Take ⓘ

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

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 worked, and if not scheduled and used within these sixty (60) days, must be paid at the overtime rate.
4. In a memorandum dated March 26, 2007, 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:

<b>Length of Employment</b>	<b>Earned Vacation Rate &amp; Maximum Allowance</b>
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.

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**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.

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**Sick Days:**

Employees hired prior to October 21, 1994 accrue sick days as follows:

<b>Length Of Service</b>	<b># of Days/YR</b>	<b>Length of Service</b>	<b># of Days/Yr</b>
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.
  
- **Effective 1/1/2021**, the existing New York City Earned Safe and Sick Time Act was amended to increase the number of safe and sick hours from 40 to 56 and provides for immediate use as soon as it is earned. Important: these hours are not in addition to sick time provided by the University. These hours run concurrently.
  
- 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).