COLUMBIA LAW SCHOOL

To: All Support Employees

From: Shavonne Norris **,** Director of Human Resources (Administration)

Subject: **Timekeeping Policies and Procedures (2022-2023)**

Attached, please find the timesheet submission schedule for 2020-2021. Also, attached for your review:

✓ 2022-2023 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, <u>have all time sheets filled out properly and submitted on time.</u>

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 212-851-

7529.

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 2022 – June 2023 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) - Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
Wednesday, June 29, 2022	Friday, July 01, 2022	06/20/2022	07/03/2022	07/08/2022	07/06/2022 – Personal/Sick*
					07/06/2022 – Vacation**
Friday, July 15, 2022	Monday, July 18, 2022	07/04/2022	07/17/2022	07/22/2022	07/20/2022 – Personal/Sick*
Friday, July 29, 2022	Monday, August 01, 2022	07/18/2022	07/31/2022	08/05/2022	08/03/2022 – Personal/Sick*
					08/05/2022 – Vacation**
Friday, August 12, 2022	Monday, August 15, 2022	08/01/2022	08/14/2022	08/20/2022	08/17/2022 – Personal/Sick*
Friday, August 26, 2022	Monday, August 29, 2022	08/15/2022	08/28/2022	09/02/2022	08/31/2022 – Personal/Sick*
					09/07/2022 – Vacation**
Friday, September 09, 2022	Monday, September 12, 2022	08/29/2022	09/11/2022	09/16/2022	09/14/2022 – Personal/Sick*
Friday, September 23, 2022	Monday, September 26, 2022	09/12/2022	09/25/2022	09/30/2022	09/28/2022 – Personal/Sick*
					10/06/2022 – Vacation**
Friday, October 07, 2022	Monday, October 10, 2022	09/26/2022	10/09/2022	10/14/2022	10/12/2022 – Personal/Sick*
Friday, October 21, 2022	Monday, October 24, 2022	10/10/2022	10/23/2022	10/28/2022	10/26/2022 – Personal/Sick*
					11/07/2022 – Vacation**
Wednesday, November 02, 2022	Friday, November 04, 2022	10/24/2022	11/06/2022	11/10/2022	11/08/2022 – Personal/Sick*
Tuesday, November 14, 2022	Thursday, November 16, 2022	11/07/2022	11/20/2022	11/23/2022	11/19/2022 – Personal/Sick*
					12/08/2022 – Vacation**
Friday, December 02, 2022	Monday, December 05, 2022	11/21/2022	12/04/2022	12/09/2022	12/07/2022 – Personal/Sick*
Wednesday, December 14, 2022	Friday, December 16, 2022	12/05/2022	12/18/2022	12/23/2022	12/20/2022 – Personal/Sick*
Tuesday, December 27, 2022	Thursday, December 29, 2022	12/19/2022	01/01/2023	01/06/2023	12/31/2023 – Personal/Sick*

Notes:

- **Highlighted pay periods have submission/approval deadlines on a day other than Friday.**
- **Absence requests must be approved before 5 pm 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 2022 – June 2023 TLAM Bi-Weekly Timesheet Schedule & Deadlines

Employee Timesheet & Absence Submission Deadline (4 PM) - Manager Timesheet & Absence Approval Deadline (5 PM)	Manager High Exceptions & Outstanding Approvals Deadline (12 PM)	Pay Period Begin (Monday)	Pay Period End (Sunday)	Check Date	View Updated Absence Balances on Web
					01/09/2023 – Vacation**
Wednesday, January 11, 2023	Friday, January 13, 2023	01/02/2023	01/15/2023	01/20/2023	01/18/2023 – Personal/Sick*
Friday, January 27, 2023	Monday, January 30, 2023	01/16/2023	01/29/2023	02/03/2023	02/01/2023 – Personal/Sick*
					02/07/2023 – Vacation**
Friday, February 10, 2023	Monday, February 13, 2023	01/30/2023	02/12/2023	02/17/2023	02/15/2023 – Personal/Sick*
Friday, February 24, 2023	Monday, February 27, 2023	02/13/2023	02/26/2023	03/03/2023	03/01/2023 – Personal/Sick*
					03/07/2023 – Vacation**
Friday, March 10, 2023	Monday, March 13, 2023	02/27/2023	03/12/2023	03/17/2023	03/15/2023 – Personal/Sick*
Friday, March 24, 2023	Monday, March 27, 2023	03/13/2023	03/26/2023	03/31/2023	03/29/2023 – Personal/Sick*
					04/07/2023 – Vacation**
Friday, April 07, 2023	Monday, April 10, 2023	03/27/2023	04/09/2023	04/14/2023	04/12/2023 – Personal/Sick*
Friday, April 21, 2023	Monday, April 24, 2023	04/10/2023	04/23/2023	04/28/2023	04/26/2023 – Personal/Sick*
					05/05/2023 – Vacation**
Friday, May 05, 2023	Monday, May 08, 2023	04/24/2023	05/07/2023	05/12/2023	05/10/2023 – Personal/Sick*
Friday, May 19, 2023	Monday, May 22, 2023	05/08/2023	05/21/2023	05/26/2023	05/24/2023 – Personal/Sick*
					06/07/2023 – Vacation**
Friday, June 02, 2023	Monday, June 05, 2023	05/22/2023	06/04/2023	06/09/2023	06/07/2023 – Personal/Sick*
Wednesday, June 14, 2023 (tentative)	*Friday, June 16, 2023 (tentative)*	*06/05/2023*	*06/18/2023*	*06/23/2023*	*06/21/2023 – Personal/Sick**
					07/07/2023 – Vacation**

Notes:

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COLUMBIA UNIVERSITY
Human Resources

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.
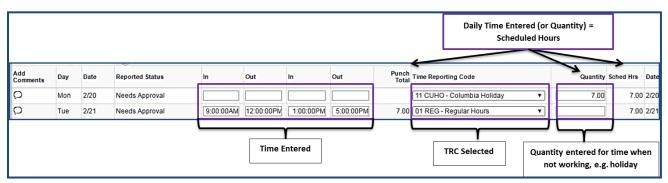
Step 2: **Enter hours worked / time off into timesheet**
- For hours worked: Enter the time you begin work, take a break, return from break and end time. For example, "9:00 am 12:00 pm 1:00 pm 5:00 pm." Continue entry for each day worked in the pay period.

- 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.

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.

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 timed worked, and if not scheduled and used within these sixty (60) days, must be paid at the overtime rate.

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.

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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:

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.

- **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).