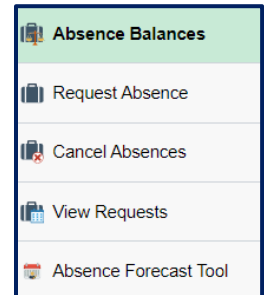




This *Quick Guide* provides you provides the high-level steps on how to submit, edit, and cancel absences in PAC. Access the [TLAM Absence Entry Training Guide](#) for detailed information.

To access, go to my.columbia.edu, within the **Faculty and Staff** tab, click the **PAC icon**, select the **Time Tile** from the PAC Homepage.

The menu options for absence management are on the left. If you submit timesheets, you will see that menu option also.



Review Your Balances

Select *Absence Balances* and you will see the amount of time off you have accrued as of the last pay period processing date, if any, for each category that you accrue time off.

Balances do not include submissions not yet approved or those taken which have not been processed yet.

Absence Balances	
NY Sick Leave	
As Of 12/31/2023	27.00 Hours
Vacation	
As Of 12/31/2023	30.00 Days
Personal Day	
As Of 12/31/2023	1.00 Days
**Note: The current balance does not reflect absences that have not been processed.	

Submit an Absence

- 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 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. If the time off is taken as a half-day, the indicator defaults to that. If the time off type is taken in hours, enter the number of partial hours for the absence.
- 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. Comments are required when selecting the 'Other' Absence Type.

Click **Submit** to send through workflow to your manager for approval or click **Save for Later** to submit it later. Saved absences are submitted from the **View Requests** page



Request Absence

Absence Type: All

Absence Name: Vacation

Start Date: 02/15/2024

End Date: 02/16/2024

Duration: 2.00 Days

Partial Days: None

Comments:

Balance Information

As of 12/31/2023: 30.00 Days *

As of this Request: 22.50 Days **

As of 08/30/2024: 31.50 Days **

*Balance is the most-recent date absences were processed

**Includes earned time off and future requests

Submit an 'Other' Absence

The absence type, **Other**, carries no associated balance and is only available for use by Officers, Union, and Non-Union Support Staff and can be taken in as little as 30 minutes increments.

As with all other absence types, this absence requires workflow approval and can be submitted via the Request Absence page or entered via the Absence tab on the timesheet. This absence type is not eligible for overtime calculations. Be sure to enter a comment explaining the absence.

The screenshot shows a form for submitting an absence. The 'Absence Type' is set to 'All'. The 'Absence Name' is 'Other'. The '*Start Date' and 'End Date' are both '12/28/2023'. The 'Duration' is '1.00' Days. The 'Partial Days' are 'None'. There is a 'Comments' field with the placeholder text 'Enter reason for absence. Example - Office closed for holiday.'

Cancel an Absence Request

Submitted and approved absence requests that have not yet been processed by the system can be canceled.

If the absence does not appear on the *Cancel Absences* page, that means it has been processed and the balance adjusted. Ask your manager to contact your local HR Department/Department Time Administrator who can modify processed absence requests.

1. Select **Cancel Absences** from the left menu
2. Select the absence to cancel. Only absences that have not yet been processed are able to be canceled here.
3. Click **Cancel Absence** and then click 'yes' to the confirmation message.

The screenshot shows the 'Cancel Absences' page with a sidebar menu containing 'Request Absence', 'Cancel Absences', and 'View Requests'. The main content area shows a table of absences with columns for 'Absence Name', 'Start Date', 'End Date', 'Duration', and 'Status'. One row is highlighted with 'Vacation', 'Submitted', '01/22/2024', '01/24/2024', '3 Days', and 'Submitted'. A modal window titled 'Cancel Absence' is open, showing the details of the selected absence and a 'Cancel Absence' button.

Resubmit a Canceled Absence Request

To resubmit cancelled absences, select **View Requests** from the left menu and then select the canceled absence. Make any modifications you need to the absence (dates, absence type, partial day) and click **Submit** and then **Yes**.

View Requests	Sick Submitted 11/30/2023 4 Hours >
Timesheet	Vacation Canceled 11/27/2023 - 11/28/2023 2 Days >
Absence Forecast Tool	

Request Details
Return to View Requests

Absence Type: All
Absence Name: Vacation
Start Date: 11/27/2023
End Date: 11/27/2023
Duration: 1.00 Days

Are you sure you want to Submit this Absence Request?

Yes No

You can now see the revised absence in your **View Requests** menu, and the manager will receive an email that there is a new request pending.

View Requests	Sick Submitted 11/30/2023 4 Hours >
Timesheet	Vacation Submitted 11/27/2023 1 Days >
Absence Forecast Tool	

Be sure to follow the above steps when resubmitting a canceled absence. If you *submit* a new absence request using the *same* absence type with any overlapping dates as the canceled absence, the system will not accept it and you will see the below message.

Note: Cancelled absences can still be approved by your manager. If a cancelled absence is approved, you will receive an email. Contact your Manager and DTA to request cancelled absences be removed.

Denied and Pushed Back Absences

Managers can **'Push Back'** (to modify), or **'Deny'** (disallow) absence requests that require a change or need to be removed. You will receive an email if an absence is pushed back or denied, and you can access it on the *View Requests* page. Any entered comments can be viewed once you select the item. This is in addition to any separate communication from your manager advising you of the need for the change.

If a manager denies an absence, the *same type of absence* cannot be resubmitted even if it is for a partial day.

View Requests

Select **View Requests** to see a history of your absence requests and their statuses from the left menu. This is also where you submit saved or canceled absences.

Request Absence
Cancel Absences
View Requests
Absence Balances
Absence Forecasting Tool