This Quick Guide provides you with 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.

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.
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.

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.
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.

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.

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.