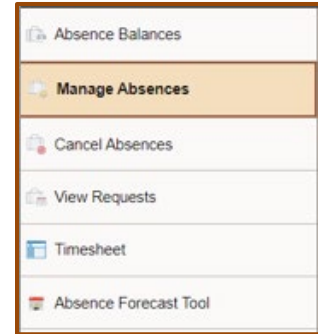




This *Quick Guide* provides you provides the high-level steps on how to submit, edit, and cancel absences in PAC. Access the [TLAM Absence Entry Training Guide](#) for detailed information.

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 for time worked, you will see that menu option also.



Review Your Balances

Select *Absence Balances* and you will see the amount of time off accrued as of the last pay period processing date, if any, for each category that you accrue time off. Bi-weekly paid employees who accrue Sick time will see that balance.

Balances do not include submitted absences not yet approved or absences taken which have not yet been system processed.

Absence Balances	
Vacation	
As Of 01/28/2024	19.35 Days
Sick	
As Of 01/28/2024	113.50 Hours
NY Sick Leave	
As Of 01/28/2024	56.00 Hours
Personal Day	
As Of 01/28/2024	1.50 Days

**Note The current balance does not reflect absences that have not been processed.

Submit an Absence – Manage Absences tab

- Enter the **Start and End Dates** for the absence. If it is for one-day, enter the same date in both fields. **Ensure** that you have enough balance time available for the absence.
- Select the type of absence from the **Absence Name** drop down menu.
- 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.
- Click **Apply**. This is necessary to calculate the duration.
- 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.

Submit **Save for Later**

*Start Date: 04/19/2024
*End Date: 04/19/2024

Absence Type: All
*Absence Name: Personal Day **Apply**

Partial Days: None

Duration: 1.00 Days

Comments: [Text Box]

Balance Information

As of 01/31/2024	1.00 Days *
As of this Request	0.00 Days **
As of 06/30/2024	1.00 Days **

*Balance is the most-recent date absences were processed
**Includes earned time off and future requests

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.

Absence Request Tiles

Absence requests appear as tiles on the top of the Manage Absences page. Click the 3-dot icon to view the absence details or cancel the absence.

Cancel an Absence Request – from the menu tab

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

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.

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.

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), click **Apply**, **Submit** and then **Yes**.

The screenshot shows the 'View Requests' interface. On the left, there are menu items: 'View Requests' (highlighted) and 'Absence Forecast Tool'. The main area shows a list of requests with columns for 'Vacation Saved' and 'Vacation Canceled'. A modal form is open for editing a request. The form fields are: '* Start Date' (05/02/2024), 'End Date' (05/02/2024), 'Absence Type' (All), 'Absence Name' (Vacation), 'Partial Days' (None), 'Status' (Canceled), and 'Comments'. A green 'Apply' button is next to the 'Absence Name' dropdown. To the right of the form is a black 'Submit' button. Below the form is a confirmation dialog: 'Are you sure you want to Submit this Absence Request?' with 'Yes' and 'No' buttons.

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

The screenshot shows the 'View Requests' page after submission. The 'View Requests' menu item is highlighted. The main area shows a list of requests with columns for 'Vacation Submitted' and 'Vacation Canceled'. A request is shown with a yellow 'Submitted' tag and a date of '05/02/2024' for 1 Day.

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 receive an error 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 that an approved cancelled absence 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 and Absence Forecast Tool

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

The **Absence Forecast Tool** is an interactive tool for absence usage management and planning future time off. Use this tool to view:

The screenshot shows a vertical navigation menu with the following items: 'Absence Balances', 'Manage Absences', 'Cancel Absences', 'View Requests' (highlighted in orange), and 'Absence Forecast Tool'.

- Carryover of vacation and personal days from the prior fiscal year.
- Accruals by month for vacation and personal time earned.
- Determination of sufficient absence time for a future time off event.
- Visual indicator if a personal day will be forfeited.
- Ending year balance projections to determine future carryover or potential forfeiture of absence time.