

Provide Oversight to Timesheet Completion and Absence Entries

Manager Approval Deadline for Time Reporters (Morning)

Managers receive an email reminder to approve timesheets on the morning of submission deadlines. They can view all of their time reporters and timesheets on the Time & Absence WorkCenter: **Manage My Team tab > Timesheet**. Here they can see if there are timesheets to approve or employees who need to report time. For DTAs, this page displays *all* department time reporter employees. DTAs provide ongoing review and oversight for all entries and contact managers who have items to approve as needed.

- Generate the **Unapproved Time and Absence Reports** for a listing of unapproved entries.
- If a transaction was submitted to a manager who is away from the office and cannot approve and a delegation has not been set up, **Request Reassignment of Approvals** by submitting an incident to HRPC TLAM (hrpc-tlam@columbia.edu).
- Generate **Absence Reports** if needed to view **Absence Event Details, Negative Balances, or Absence Balances**.

Exception Deadline (Morning of the Next Pay Period)

Managers have a limited amount of time to review and approve any weekend hours entered or to clear any exceptions that generated.

- Late absence entries approved on this day will not be processed until the next pay period. Absences need to be approved by the Friday deadline to meet the current pay period processing.
- Timesheets are locked by 12 noon so any weekend time entries and/or late time entries should be approved *before* this time.
- Managers receive an email for any high exceptions and all **High Exceptions** should be cleared by 12 noon.
- **Review** reports and queries again to **ensure** managers approved timesheets and all Exceptions are cleared/resolved or if any newly entered items require approval.
- **Request Reassignment of Time Approvals** – if needed, submit incident to HRPC TLAM (hrpc-tlam@columbia.edu).
- **Generate and Review Payable Time Report** – **after** processing the payroll, this report displays payable hours and TRCs by day.
- **Review** the system email listing managers *who did not approve casual or variable hour officer* timesheets. If managers do not approve their absence requests or timesheet or partially approve their timesheet, the system will auto-approve the timesheet based on its current contents and they will receive pay for the amount of time reported. If a subtraction of time worked or time off hours was needed and the pay was already processed, the Overpayment Recovery Process should be used to recover the overpayment.
 - If a non-casual or non-VHO employee's timesheet was unapproved or partially approved, the employee was paid their default pay and the manager must also review the timesheet to approve it, make any needed adjustments or initiate the Overpayment Recovery Process, if applicable.

Bi-Weekly PAC Timesheet Processing Schedule

Reference the [TLAM Processing Schedules](#) to view the dates and deadlines for submissions and approvals.

Early Dismissals and/or Department Office Closures

- All non-Casual/non-VHO employees may use “**OTHER**” to report early dismissals on the appropriate days. Please note that the “**OTHER**” is an absence.
- For specific Departments that close during the Holiday season, use “**OTHER**” instead of “**REG**” to account for those non-holiday closure days on the timesheet. Officers also use the absence code “**OTHER**” to report this time off.

Holiday entries for non-Casual/non-VHO Time Reporters Only

For all Holidays

- The ‘**REG**’ TRC should never be used on a holiday, for any reason.
- If time reporters *are not working* on the holiday, please remind them to enter the **quantity** of hours (equal to your daily scheduled hours) in the Quantity field and select the “**CUHO**” Time Reporting Code (TRC). “In” and “Out” hours should not be used for this TRC code.
- If time reporters *are working* on the holiday, the hours worked should be entered using the “In” and “Out” columns and then select either the “**HOLW**” or “**HOLD**” TRC to indicate how they would like to receive compensation for the time worked. The holiday hours will be paid accordingly.
 - “**HOLW**” TRC is used to receive pay/overtime as applicable for the day.
 - “**HOLD**” TRC is used to receive comp time in lieu of overtime.
- Reference the “*PAC Holiday Timesheet Entry for Support Staff and Hourly Officer Employees*” job aid for more information.

Delegation

Please remind managers to use the delegation option when out of the office on vacation, on leave or during the holiday season if they will be out of office. This will ensure coverage for approving time and absences while lessening high exceptions. Refer to the “*Managing Delegation of Timesheet and Absence Activity*” information on delegating.

Modifying Existing Absences

As a DTA, you can submit, modify, void, or approve absences on behalf of employees and managers. Refer to the DTA Training Guide for the steps on how to process these actions. Below are some key points and reminders to guide *employees and managers* on how they modify absences.

- If the absence is in a saved status, the employee or manager can access it, update it with the new details and submit it for approval.
- If the absence was already submitted and/or approved but not processed, cancel the existing absence: Employees navigate to “*Cancel Absences*” via Self Service, click on the specific absence event and click Cancel Absence. Managers do this via Manager Self Service > TLAM WorkCenter > Manage My Team
- Once canceled, the absence can be modified. Employees navigate to “*View Requests*” via Self Service and select the canceled absence. Modify the Absence Type, amount of time, and/or the dates and then submit for Manager approval. Employees should not submit a new absence request with the same information as a canceled request as this will cause a conflict in the system and cannot be submitted. They should always re-submit the newly modified canceled request.

Reporting Structure and Location Page

Review the Active Positions and Incumbents report periodically to ensure all positions have the correct reporting structure. Please do not update pooled positions, such as Casual positions, via this page. Any change made for one (1) incumbent, updates all the incumbents. PAC should disallow the change, but sometimes the data will still get updated. Instead, send any reporting relationship requests for your Casual(s) to us via emailing hrcp-tlam@columbia.edu.

Other Important TLAM Facts

- Casuals and VHOs who are reporting to a vacant position or have a missing reporting relationship **will not** get auto approved by the system.
- Employees cannot take time before it is earned and available in the relevant absence buckets. The employee will not receive pay for those day(s) assigned to this absence if at the time of absence request, they did not have enough balance in their bucket.
- Timesheet work schedules should align with position standard hours (non-casual and noon-VHO). Please ensure requests are submitted to both the HRPC TLAM and HRPC Transactions teams for updates.
- If a manager is unable to approve absences prior to pay period processing, DTAs can approve absences via Absence Event Page.