How to Access HR Manager and Transactor Pages in PAC – Job Aid

Visit the CUHR website for more information on HR related policies, processes and training.

Step 1: Access the myColumbia Portal
Navigate to ‘my.columbia.edu’ and log in with your UNI and Password. Links appear across the top and access to pages is determined by your security role(s). HR Manager Resources tab will be available immediately once access is administered. Enterprise Reporting tab will be available the day after access is administered.

Step 2: Access HR Manager Resources Page – PAC, Reports, Tools and Additional Resources
The “HR Manager Resources” tab is where you can access PAC including Manager Self-Service, Template-Based Hire, Labor Accounting, Reports as well s various Tools and Resources.

To access PAC, click the ‘Go to PAC’ link in the People @ Columbia section.

To access HR Reports, select the report suite link from the options in the ‘Reports’ section. Available reports include:

- Manager Self-Service Reports
- Labor Accounting Reports
- HR Manager Reports (via the HR Data Store)
- Payroll Reports
- Student Information System (SIS) Reports

Note: The reports accessible in this section are PAC reports, HR Data Reports as well as links to some Payroll Legacy and SIS reports. The ARC Portal contains Financial Reports and the Enterprise Reporting Portal also contains various University Reports (available per your access). For more information on generating reports, refer to the related training materials available on the CUHR and Finance websites.

You can also access additional resources in the ‘Tools’ and ‘Other CU Resources’ sections. Within each section, there are links to information and various sites.
Step 3:  **Access Pages from the PAC Menu.**
Open the navigator on the right side of the screen to view the menu

![NavBar: Navigator](image)

**Manager Self Service (MSS) pages**

- **Terminate Employee** (for eTermination), and **Template-Based Hire (TBH)**, are located in the Job and ‘Manager Self Service > Personal Information folder’

**Labor Accounting** pages are located in the 'Manager Self Service > Labor Accounting’ folder

For departments using **PAC Time and Absence** – manager functions are located in the ‘Manager Self Service > Time Management’ folder

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**Key Points:**

1. The PAC application is available daily except for these times:
   - Monday – Saturday: 12:00 a.m. – 6:00 a.m.
   - Thursday: 5:00 p.m. – 7:00 p.m.

   There may also be occasional system downtime outside the above times to accommodate required system maintenance. You will receive a notification when this occurs.

2. In order to make sure your personal information remains private, remember to log out of PAC by clicking the “Sign Out” link in the upper right corner of the page when you are finished.

3. Also, when you are finished, in order to make sure your work information remains private, remember to log out of the myColumbia Portal by clicking the “Log Out” link in the upper right corner of the myColumbia portal page.

4. If you are accessing People@Columbia from a public access terminal, e.g., campus kiosk, please be sure to also close the browser, and relaunch the browser, to help make sure that your personal information remains private.

5. In general, please access People@Columbia only from locations with which you are familiar; avoid internet cafes, conference kiosks, etc.