Managing PAC Absence Requests – Job Aid

Visit the HR Manager Toolkit for more information on HR related policies, processes and training.

Step 1: Access Employee’s Absence Requests
You can access requests by the following methods.

1. **Email**: Click the link in the email sent to you when an employee submits an absence and you will be prompted to log in with your UNI and Password and will then land directly on the request.

2. **Time and Absence WorkCenter**: Log in to ‘my.columbia.edu’ using your UNI and Password. Click the “WorkCenter” link.

   The landing page is the Monthly Absence Calendar. Click red stars to view submitted absences. Green stars indicate approved absences.

3. To view a listing of all direct reports absences, navigate to the *My Pending Approvals > Absence Requests* tab. Click the employee’s request link to view the absence.

Step 2: Review Submitted Absences
- **Review** the request comparing the amount of time requested to the available balance. The Current Balance as of [DATE] appears for vacation/personal/sick/NYC sick time and is as of the last date the absence process ran.
- **Ensure** that there is enough available time in the balance for the absence.
- Review any Comments the employee may have entered.
• **Absence Only Reporters** - Employee absence submission and manager approval deadline is 5pm on the listed deadline day *(usually Fridays).*

• **Time Reporters** - Absence requests must be approved before 12 noon on the timesheet deadline day *(usually Fridays)* to be included for processing in the pay period.

**Step 3: Take Action on the Absence**

• **Approve/Push Back** the Absence as needed. If pushing back, include a comment for the employee for guidance on how to correct. Although ‘deny’ is an option, it should rarely be used as a same type absence event for the same or overlapping date(s) cannot be entered once denied.

You can submit absences on behalf of your employees via the **Manage My Team > Absence Requests** tab from the WorkCenter. Select the employee from the list, enter the absence details and submit the request. The absence is also approved once submitted.

Access the **PAC Semi-Monthly Absence Processing Schedule** and **PAC Bi-Weekly Timesheet Processing Schedule** on the HR Website for exact submission/approval deadlines and absence processing dates.

**To View Absence Balances for an Individual Employee**

Navigate to the WorkCenter > Manage My Team > Absence Balances tab and select the employee from the list and the balances display.

**To View Absence Balances for all Direct Reports**

Generate the Absence Balance report from the WorkCenter.

**To View Absence History**

Navigate to the WorkCenter > Manage My Team > Absence Request History tab and select the employee from the list. The absences, their statuses, and processed dates appear. Click the absence name to view the details of the request.