

Managing PAC Absence Requests – Job Aid

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

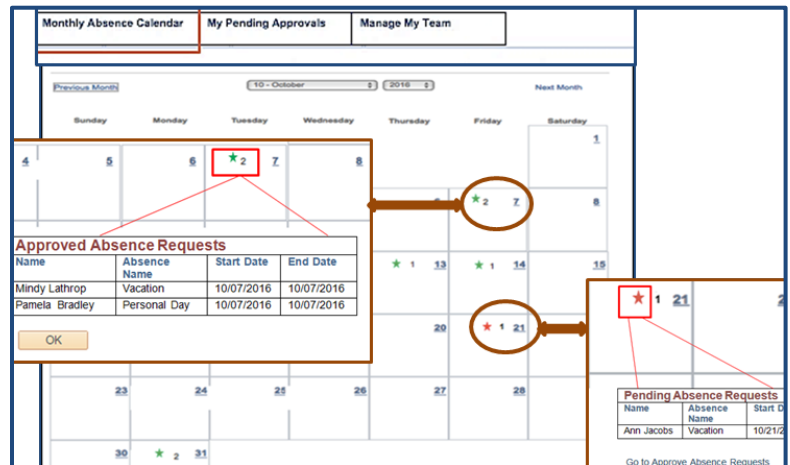
Step 1: Access Employee’s Absence Requests

You can access requests by the following methods.

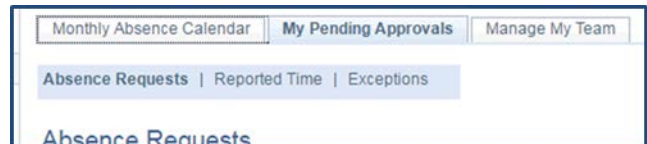
1. **Email:** Click the link in the email sent to you when an employee submits an absence and you will be prompted to log in with your UNI and Password and will then land directly on the request.

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.

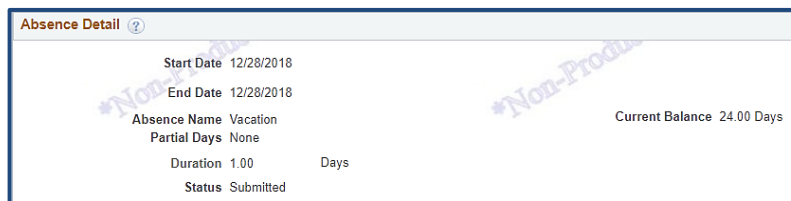


3. To view a listing of all direct reports absences, navigate to the **My Pending Approvals > Absence Requests** tab. Click the employee’s request link to view the absence.



Step 2: Review Submitted Absences

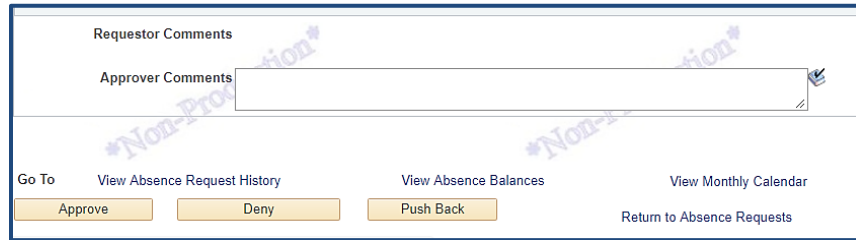
- **Review** the **request** comparing the amount of time requested to the available balance. The **Current Balance as of [DATE]** appears *for vacation/personal/sick/NY sick time* and is as of the last date the absence process ran.
- **Ensure** that there is enough available time in the balance for 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.



The screenshot shows a web interface for managing absence requests. It features two text input areas: 'Requestor Comments' and 'Approver Comments'. Below these are several navigation links: 'Go To', 'View Absence Request History', 'View Absence Balances', and 'View Monthly Calendar'. At the bottom, there are three buttons: 'Approve', 'Deny', and 'Push Back', along with a link 'Return to Absence Requests'.

- 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.

Absence Entitlement Balances					Personal
Entitlement Name	Balance as of 02/28/2018	From	To	Accrual Period	
Vacation	14.00 Days	07/01/2017	06/30/2018	Year to Date	
Sick	333.45 Hours	07/01/2017	06/30/2018	Year to Date	
Sick - NY Sick Leave	34.00 Hours	07/01/2017	06/30/2018	Year to Date	
Personal Day	1.71 Days	07/01/2017	06/30/2018	Year to Date	

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.

Absence Request History							Personalize Find View All [Icons]	First	1-10 of 17	Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit			
Vacation	Approved	04/02/2018	04/02/2018	1 Days	Employee Absence Request		Edit			
Vacation	Approved	03/30/2018	03/30/2018	1 Days	Employee Absence Request		Edit			
Sick	Approved	03/21/2018	03/23/2018	21 Hours	Employee Absence Request		Edit			