Managing PAC Timesheets and Absences

As a manager, you are responsible for reviewing and approving timesheets and absences for your direct reports. Timesheets are processed bi-weekly (for bi-weekly time reporters and timesheets must be approved by the pay period deadline). Absences are processed per pay period (for semi-monthly and bi-weekly) and absences must be approved by the pay period deadline).

Overview

Timesheets

When an employee accesses their timesheet, it defaults to the current pay period. They enter and submit time each day and until the end of the pay period and can also edit data (if needed) for the prior two (2) pay periods. Reference the Bi-Weekly PAC Timesheet Processing Schedule to see the submission and approval deadlines by pay period.

Multiple entries can be entered for one day to accurately reflect the total types of hours worked or time taken off away from work. Timesheets, for non-Casual or non-Variable Hours Officer (VHO) employees, reflect their scheduled work hours. Their reported time each week should at least equal their scheduled hours. Casual and VHO employees do not have a set schedule on their timesheets.

As a manager, you can also enter and modify an employee’s timesheet if needed. They will receive an email notification when anyone approves or modifies their timesheet.

Absences

Employees submit absence requests through the absence page in PAC. Time reporters can also submit absences through their timesheets. When employees submit absences, managers receive email notifications to review and approve. Absences approved by the pay period deadline are processed; subtracting time off taken from the employee’s absence balance and adding earned time to the balance. Reference the Paid Time Off Calculation Section for timing details when specific absence balances are updated.

Reference the PAC Absence Processing Schedule (semi-monthly and bi-weekly) respectively, to see the submission and approval deadlines by pay period.

Absence data can be retroactively entered for a period up to 180 days* prior from the last absence processing finalization. *If your department uses the Officer Quarterly Closeout Process, absences can only be entered retroactively through the current open quarter.

As a manager, you can also enter an employee’s absence if needed. Employees receive an email notification when anyone approves or modifies their absences.
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PAC Time and Absence Defined

What are PAC Time and Absence?
PAC Time and Absence are modules within PeopleSoft that allow employees to enter timesheets and time off requests directly into PAC. These entries then route to the employee’s manager to review and approve. Managers can also edit, cancel, deny or push back requests to employees if needed.

Entering time directly into PAC allows timesheet data to feed directly to payroll and eliminates the need for additional entry into FFE. Absence Management allows employees to enter time off and see balances for vacation, sick and personal days at the end of each pay period. It also ensures that the University has accurate estimates for these paid time off categories.

What is Paid Time Off?
Paid time off includes absences for which an employee is paid. The types of absences, the amount of time off received for each and how they are earned or accrued varies based upon the employee type, length of time employed and University policy or Collective Bargaining Agreement.

Examples include vacation, personal time, sick time, bereavement and jury duty. Some union employees also receive time off for marriage, birth or adoption events. Note: for purposes of the Time and Absence system and this training, paid time off does not include leaves of absence.

Additional information on eligibility and accrual of paid time off can be found in the HR Manager Toolkit on the Columbia University Human Resources web site.
Paid Time Off Calculations

How is Paid Time Off Calculated and when is it added to the Employees’ Absence Balance?

Use this chart when reviewing balances to determine when days are added.

To view the various university leave policies for officers, refer to the “Time Away From Work” policies in the Policy Library and the Union Collective Bargaining Agreements on the HR Website for union employees.

<table>
<thead>
<tr>
<th>Paid Time Off</th>
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<th>Casuas and Variable Hour Officers</th>
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<tbody>
<tr>
<td>Vacation</td>
<td>Credited at the end of each calendar month, based on completed month of service and total length of service</td>
<td>Credited at the end of each calendar month, based on applicable Collective Bargaining Agreement (Union) or policy (NUSS)</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Personal Day</td>
<td>Credited at the end of each semi-monthly pay period, based on the employee’s benefits service date</td>
<td>Credited at the end of each bi-weekly pay period, based on the employee’s union service date (union) or benefits service date (NUSS)</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>Sick</td>
<td>See Salary Continuation policy</td>
<td>During first year of employment: employees are credited at the end of each pay period, based on applicable Collective Bargaining Agreement (Union) or policy (NUSS) and their service date. Following one year of employment: employees are credited their full entitlement at the end of the pay period following their anniversary date.</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>NYC Sick</td>
<td>40 hours credited at beginning of each fiscal year (7/1/2XXX) or at time of hire, and then at beginning of each fiscal year.</td>
<td>40 hours credited at beginning of each fiscal year (7/1/2XXX) or at time of hire, and then at beginning of each fiscal year.</td>
<td>Credited at end of each bi-weekly pay period based on accrual rate of one hour for every 30 hours worked.</td>
</tr>
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</table>
Absence Entitlements and Takes Schedule
For Officers of Administration, the chart below shows the general schedule for crediting entitlements (when added to the balance) and debiting absences (when deducted from the balance) taken. Absences taken are decremented each pay period. Personal days* are earned at the end of the pay period in which the employee earns it based on their Benefit Service Date or Union Seniority Date. Vacation days are earned based on a completed month of service, and are added after the month has ended.

*Absences taken will always be processed before an earned personal day is added. This is to ensure the employee does not lose an earned day over the maximum of three days if the employee took a day in the same month the 4th day is earned.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
<th>Entitlements Processed</th>
<th>Takes Processed</th>
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<tr>
<td>Monthly Vacation Entitlement Calculation</td>
<td>Monthly</td>
<td>Vacation</td>
<td>N/A</td>
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*Personal Day absence takes will be processed before the entitlement
More about Personal Days

Personal days are calculated and added to employees’ entitlements differently than vacation days are added because they are earned based upon the employee's Benefits Service Date (BSD) for Officers of Administration and Non-Union Support Staff (NUSS) or Union Seniority Date (USD) for Union-2110 and Union-1199 employees. The total number of days earned is dependent upon the campus where the employee works, three (3) days per anniversary year at Morningside and two (2) days per anniversary year at CUMC.

Here are key points about how Personal Days are calculated, accounted for and processed.

- Personal day entitlements will be credited at the end of each semi-monthly pay period based on the employee’s Benefits Service Date (BSD) for Officers.
  - If the BSD falls within the first half of the month (1st - 15th), the personal day will be earned after the first semi-monthly absence calculation
  - If the BSD falls within the latter half of the month (16th – month end), the personal day will be earned after the second semi-monthly absence calculation

- Personal day entitlements will be credited at the end of bi-weekly pay period based on the employee’s Union Service Date for union employees or Benefits Service Date for Non-Union Support Staff.

- Personal day absence requests cannot be negative.
  - Officers of Administration Only. If a personal day request is entered that brings the balance below zero (0), the request will be processed but will decrement the vacation balance instead
  - Managers should review each request and run the Negative Balance Report to approve/deny/push back accordingly
  - For Time Reporters. Time in excess of the employee's available balance will not be processed, and this could impact the employee's pay for the period. Managers should review the available balance and not approve an absence for which there is not sufficient time for the request

- For Officers of Administration ONLY. If an employee has a zero (0) personal day balance, takes a personal day absence and is also earning a personal day entitlement for that period:
  - the personal day absence will first deduct from the vacation balance
  - vacation balance will go down by the total amount of approved personal day absences for that period
  - personal day balance will display as one (1) because the employee will then have earned his/her personal day entitlement in the same period

For more information, visit the Time Away From Work Policies page in the policy library.
More about Vacation Time for Absence Only Reporters

Vacation days are calculated based upon the employee type and their length of employment.

Key Points:

- Employees are entitled to use, in a given pay period, the paid time off available at the beginning of that period.
- Vacation time is credited to the employee’s balance via a process run after the 2nd semi-monthly process. View the Semi-Monthly PAC Absence Processing Schedule on the HR Website for dates when updated vacation balances are viewable to employees.
- Absence Reporter Only employee’s vacation balances can go negative up to ten (10) days.

For more information on Time Off at Columbia, visit the Time Away From Work Policies page in the policy library.

Absence Balances for New, Transferred and Returning from Leave Employees

Absence Earning Proration

For new hires:
When a new employee is hired into a department using the PAC Time and Absence system during a month, the absence entitlements earned will be prorated based on the partial month worked and the employee’s eligibility for absence entitlements. The amount is system calculated based on the total scheduled working days and the total number of active days for the employee for the given month. This prorated amount is added to the employees balance when the absence process runs.

For employees transferring into a department using PAC Time and Absence:
When an employee transfers into a department using PAC Time and Absence from another department, the balances as of the start date in the new department must be manually added to the employees balance.

To update the employee’s balance, the department administrator should obtain the employee’s absence balances from the transferring department and submit an incident to Service Now requesting the employee’s existing vacation, personal, NYC sick, and sick time balances be added to the record. The employee will see their adjusted balance after the absence process runs at the end of the pay period.

For employees returning from a leave of absence:

Paid Leave
1) For Officers who are on a paid leave of absence, they will receive entitlement accrual for days 1-29 of Paid Leave; there will be no entitlement for days 30 and beyond.

2) Union and NUSS will continue to earn/accrue entitlements for the duration of their paid leave.

Unpaid Leave
1) No employee will be eligible to earn/accrue entitlements while out on an unpaid leave of absence.

2) Union and NUSS will earn a prorated vacation entitlement for the month in which the employee goes out/returns from unpaid leave.
The WorkCenter
This is the WorkCenter lesson of the Managing Timesheets and Absences in PAC, PAC Time and Absence course. Upon completion of this lesson, you will be able to:

- Navigate to and Identify the tabs and functionality within the WorkCenter
- Locate where absence and time information can be found for your direct reports
- Use the Monthly Absence Calendar

Estimated Time to Complete Lesson: 10 minutes

WorkCenter Overview
The Time and Absence WorkCenter is a centralized location where managers and DTAs can view and perform time and absence activities. It works as a dashboard providing a monthly calendar view of absences, convenient links to approve and view your employee’s absences and timesheets, and access to delegation and reports. Department Time Administrators can view department employee information.

Log in to PAC Time and Absence/Access the WorkCenter
1. Open a web browser and navigate to my.columbia.edu
2. Click “Log In Now”
3. Enter your UNI and Password
4. Click “Login.” You are on the Faculty and Staff page
5. Click the “WorkCenter” link in the PAC Time and Absence section

The navigation to access the WorkCenter when already logged into PAC is: Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter.

PAC Time and Absence
Note: The links below are for those participating in the Time & Labor and Absence Management Pilot – Columbia Business School, CUIT and CU Human Resources. Training materials and system downtime information is available on the CUHR Website.

- Submit Absence Requests
- Submit Timesheets
- Approve Absences
- Approve Timesheets
- Time and Absence WorkCenter (Mar. and DTA only)
- Manage Delegation
The WorkCenter Landing Page – The Monthly Absence Calendar
The default view when accessing the WorkCenter is the Monthly Absence Calendar where you can quickly view your direct reports absences. Tabs across the top provide access to the Monthly Absence Calendar, Pending Approvals, Manage My Team and Manage My Department (DTA Only) functionality. Once a tab is selected, sub-tabs appear for more detailed transactions and views.

The left hand side of the page provides additional features:

**Time & Absence WorkCenter**
- **Heading** – Click the heading on the upper left hand side of the page to return to the Monthly Absence Calendar (default view).
- **Reports** – links to Time and Absence Reports.
- **Manager Delegation Requests** – Click this link to delegate your manager activities when you will be away from work.
- **View Exceptions History** – Click this link to search for view exceptions for a time reporter.
Monthly Absence Calendar
For managers of direct reports, this page provides your employee’s absences at-a-glance from a single page view as well as a convenient way to approve pending absences. DTAs without direct reports will not see absence data.

The calendar defaults to the current month but can be changed by selecting a different month/year at the top of the page.

There are three icons on the calendar that allow you to easily identify:

- **Approved Absences** – noted with a green star. Click the green star and a pop-up box appears showing the number of employees who have an *approved absence* for that day. This is view only and no actions can be taken.

- **Pending Absences** - noted with a red star. Click the red star and a pop-up box appears showing the number of employees who *requested absences* for that day.

- **Holiday** – University holidays are noted with a suitcase.

**To Review a Pending (Submitted) Absence:** Click the red star and a pop-up box appears showing the employees who requested the absence for that day (absences that are in submitted status). Click the Go to Approve Absence Requests link in the pop-up window and you will be taken directly to the Approve Absence Request page, where you can see the complete list of all pending requests to review the request.

To return to the monthly calendar, click the Return button or the “X” at the top right of the pop-up page.
My Pending Approvals
The “My Pending Approvals” tab contains sub-tabs where managers review submitted Absences and Timesheets from their direct reports and can view any Exceptions that generated for time reporters via the Manage Exceptions sub-tab.

Absence Requests – Click this tab to review pending (submitted) absence requests from your direct reports.

Pending Absences and Delegation
If you are a proxy for another manager you can select to view those employee requests. You will be asked to make a selection for processing your own transactions or those who were delegated to you. Note that the Monthly Absence Calendar only displays absences and requests from your direct reports.

If you delegate to another manager - You will not see any pending requests from your direct reports during the period of delegation as they are in your proxy’s queue. However, once the proxy approves the request, the requests can be seen on your monthly calendar.
Reported Time – Click this tab to view your direct report’s *submitted* timesheets. You can change the “View By” option to see all time submitted before or after the date displayed. You can also navigate by clicking on the ‘Previous Week’ and ‘Next Week’ links.

![Image of time sheet interface]

Click on the employee’s “Last Name” link to access their timesheet.

Manage Exceptions – Click this sub-tab to review and resolve any timesheet exceptions that generated from an employee’s submission. Exceptions noted as “high” must be resolved for the employee’s pay associated with that exception to be processed. You will also receive an email when a “high” exception generates.
Manage My Team

The “Manage My Team” tab contains sub-tabs where managers can view and submit Time and Absence events on behalf of their direct reports within the WorkCenter.

Absence Request – You can submit absence requests on behalf of your direct reports.

Absence Request History – You can view the absence history of your direct reports.

Absence Balances – You can view the absence balances of your direct reports.

Timesheet – This sub-tab displays the listing of all your time reporter direct reports. You can see employees who did not yet submit time in addition to those who did. Managers can also submit and approve time entries on behalf of their direct reports through this page.

Important! DTAs can view, modify and submit timesheets. They cannot approve or reassign timesheets to another manager. If a DTA submits a timesheet, it routes to the manager to approve. If a timesheet must be reassigned to another manager to approve, submit an incident via Service Now for HRPC to perform the reassignment.

Officer Quarterly Closeout – For departments using this feature. See the Officer Quarterly Closeout section for more information.
Time and Absence Reports

Time and Absence reports assist with the reviewing and reporting needs of managers and DTAs. They are easily accessible through the WorkCenter and the report links are located on the upper left hand side of the page. See the upcoming Time and Absence Reports section for detailed information.

Useful Links

On the bottom left hand side of the page are convenient links to other pages for Time and Absence activities.

- Manager Delegation Request – where you can delegate your time and absence activities and review/accept activities delegated to you
- View Exceptions History – where you can view a historical listing of exceptions
Managing Absences
As a manager, you are responsible for reviewing and approving absence requests for your direct reports. In addition to approving, you can also submit an absence for a direct report or push back an entry for correction.

High Level Process – Overview
Absences must be approved by the absence processing deadline for the pay period for them to be reflected in the employee’s history and balance at the end of the pay period.

**Absence Only Reporters Approval Deadline:** Access the Semi-Monthly PAC Absence Processing Schedule:
- Employee absence submission/manager approval deadline is 5pm on the listed deadline day

**Time Reporters Absence Approval Deadline:** Access the Bi-Weekly PAC Timesheet Processing Schedule:
- Employee timesheet submission is 10 am on the listed deadline day (usually Fridays.) **Note:** Absence requests must be approved before 12 noon on the timesheet deadline to be included for processing in the pay period
Manager Absence Approval Deadline Activity
Review submitted absence requests and reports to confirm that all absences have been approved. Refer to the Time and Absence Reports section for more detail on generating the reports.

- **Absence Event Details** – to view any unapproved absences (in submitted status) that must be approved before the appropriate deadline
- **Negative Balance** – does an employee’s current absence balance minus approved absences result in a negative amount? Note, this will not show submitted but not yet approved absences.
- **Absence Balance** – compare available balances to requested (approved and submitted) absences. Will there be a negative balance if all requests are approved?

Access Employee Absence Submissions
Via email Notification
When an employee submits an absence request, an email is sent to the manager. Click the link in the email and you will be prompted to log in with your UNI and Password and will then land directly on the request.

Via the WorkCenter
As seen in the WorkCenter lesson, absences can be accessed from the monthly calendar or My Pending Approvals tab.

A direct links to approve absences is also located in the “PAC Time and Absence” section on the Faculty and Staff page.

Via PAC Navigation
Using the PAC menu, you can navigate to specific absence pages.

Absence requests are located here:

**Manager Self Service > Time Management >**

**Approve Time and Exceptions >**

**Absence Requests**
View Pending Absence Requests
The list of pending absences appear. In the status dropdown on the page you can also view approved and denied requests. If you are a delegate for another manager, you will be prompted to select between either your own direct reports absences to view, or the delegator's direct reports absences.

![Absence Requests Table]

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Job Title</th>
<th>Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Record</td>
<td></td>
<td>Director - ADMN</td>
<td>Absence Request</td>
</tr>
<tr>
<td>Ronald Record</td>
<td></td>
<td>Director - ADMN</td>
<td>Absence Request</td>
</tr>
<tr>
<td>Ronald Record</td>
<td></td>
<td>Director - ADMN</td>
<td>Absence Request</td>
</tr>
</tbody>
</table>

Approve Absence Requests

Click on the Employee’s Name link to view each individual request.

1. Review the request comparing the amount of time requested to the available balance.
2. Review any Comments the employee entered. You may add a comment in the Approver Comments section, if needed.
3. To approve the request, click “Approve” and then “Yes” to confirm the submission and then “Ok” to the confirmation message. The request no longer appears in the ‘Pending’ view of the page.

Important! When approving absence requests, it is important to review the request along with the balance information displayed in the details of the request before approving to ensure the employee has enough time available for the request. If more time is submitted for an absence than is available or if it requires a change, push it back to the employee asking them to correct it.
Review Absence Balances in a Request
When reviewing an absence, the current balance information displays directly on the page:

- **Current Balance**: this is the balance for vacation/personal/sick/NYC sick time as of the last date the absence process finalized. In this example, the personal day request is for more time than is available in the current balance.

When an absence is entered, the submitter sees additional balance data.

- **As of this Request**: the projected balance through the current request - vacation/personal only

- **As at 06/30/ [YEAR]**: the projected balance at the end of the current fiscal year - vacation/personal only

If any vacation or personal time (only) will be in the negative, it will display in a red color alerting employees that they do not have sufficient time available to use for the request.
Absence Requests and Unavailable Time
Absence requests greater than the available balance through the request should not be submitted or approved.

- For **Time Reporters**, if an absence is requested for more time off than is available, push this back for correction (to align the request to available time). If the request is approved, an exception will generate notifying you and that it needs to be resolved. If an absence without pay adjustment is required, see the *Subtracting Pay* section for more information.
- For **Absence Only Reporters**, also push this back for correction (to align the request to available time).

See the beginning of this guide for more information on personal days and vacation entitlements and negative balances. A negative balance will be viewable on the *Negative Balance Report*.

Push Back or Deny Absence Requests
If after reviewing the absence request it needs to be modified, you can send it back to the employee to edit.

1. Enter a comment into the “**Approver Comments**” field.
2. Click “**Push Back**” then “**Yes**” and “**Ok**” to the confirmation messages. The request is now in the employee’s request queue for editing.
3. Click “**Deny**” to deny the request – rare. It is preferable to push back the request to the employee to edit.

**Caution!** If an absence request is **denied**, a same type absence event for the same or overlapping date(s) cannot be entered until the Absence Process runs at the end of the pay period. A different absence type can be submitted for the same or overlapping dates.

Modifying Submitted Absence Requests
If an absence requires modification, do not approve it. Push it back to the employee specifying in the comment the reason the adjustment is needed. The employee can then update the request and resubmit it for approval.

**Note:** Cancelled absences can still be approved. Be sure to review employee’s absences prior to the deadline each pay period to ensure absences taken are accurately recorded. Contact your DTA to request cancelled absences be removed from the employee’s history.
Process Multiple Absence Requests
You can process multiple absence requests, either from one employee or multiple employees in one action, from the Multiple Absence Requests page in the Approve Time and Exceptions folder.

Click the employee’s name link to view each request details.

After reviewing, check the ‘select’ box next to each entry for the action to perform and then click the appropriate action on the bottom of the page and all selected items will be processed with the same action (e.g. approve).

<table>
<thead>
<tr>
<th>Select</th>
<th>*Employee ID</th>
<th>Name</th>
<th>Job Title</th>
<th>*Start Date</th>
<th>*End Date</th>
<th>*Absence Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Gregory Faust</td>
<td>Admin Employee</td>
<td>01/16/2019</td>
<td>01/16/2019</td>
<td>Sick - NYC Sick Leave</td>
</tr>
</tbody>
</table>
View Absence Information for your Direct Reports

View Absence Balances
To review your direct reports available absence time for Vacation, Personal, Sick and NYC Sick; navigate to the WorkCenter: Manage My Team > Absence Balances tab or via the PAC menu navigation at Manager Self-Service > Time Management > View Time > Absence Balances and select the employee.

The As Of Date field on the top of this page defaults to the current date and refers to employees who reported to you as of that date. To see direct reports as of a different date, enter the date in the field or select the date using the Calendar button and then press the Refresh Employees button.

Click ‘Select’ next to the Employee Name and then the Continue button on the bottom of the page.

This view displays absence balances as of the last processing date, and does not include absences reported since that date. To see unprocessed absence requests for an employee, go to the Absence Request History page and locate items that do not have a “Processed” status.

Employees are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Balances update after the processing date for each pay period by subtracting time taken and adding in any time earned. Personal time taken will be subtracted before time earned is added.

The “Entitlement Name” column displays the absence type. If a “0” or “negative” balance exists, the absence item will not appear on this page.

The “Balance as of” column is the date of the last absence process finalization and the date the balance is as of.
Viewing Absence History – WorkCenter Navigation

The page view for selecting a direct report’s Absence Request History differs depending upon the navigation used.

From the WorkCenter: Manage My Team > Absence Request History tab

1. The As Of field defaults to the current date. To see direct reports as of a different date, enter the date in the field or select the date using the Calendar button and then press the “Refresh Employees” button.

2. Check the ‘select’ box next to the employee’s name and click Continue. This page shows the absence request history including the status and how the request was made. Here you can see all absence requests for a given period of time.

3. The history page defaults to a date range of four (4) months in the past to three (3) months in the future. You can enter a different date range in the “from / through” fields, then click refresh.

When accessing an absence from this navigation, click on the absence name to view the details.
Cancelling Absence Requests – from the WorkCenter Navigation

To cancel a pending or approved (but not yet system processed) absence submitted by one of your direct reports.

1. Click the **EDIT** button to the right of the absence item.
2. Click the “**Cancel**” box on the top of the page and then click ‘**Yes**’ to confirm and then ‘**OK**’. You will see that the status for the request is now “Cancelled”.

Once an approved absence is processed, the **Edit** button will no longer be active. To change an approved and processed absence, speak with your Department Time Administrator.
Viewing Absence History – Menu Navigation

From the menu, navigate to Manager Self Service > Time Management > View Time > View Requests.

1. The As Of field defaults to the current date. To see direct reports as of a different date, enter the date in the field or select the date using the Calendar button and then press the “Refresh Employees” button.

2. Check the ‘select’ box next to the employee’s name and click Continue. This page shows the absence request history including the status and how the request was made. Here you can see all absence requests for a given period of time.

3. The history page defaults to a date range of four (4) months in the past to three (3) months in the future. You can enter a different date range in the “from / through” fields, then click refresh.

When accessing an absence from this navigation, press the absence item to view the details.
Cancelling Absence Requests – from the Menu Navigation
To cancel a pending or approved (but not yet system processed) absence submitted by one of your direct reports:

1. From the menu, navigate to **Manager Self Service > Time Management > Report Time > Team Time > Cancel Absences**
2. Select the employee from the list by clicking on the employee row
3. Select the absence to view from the list by clicking on the absence row
4. Click the “Cancel” box on the top of the page and then click ‘Yes’ to confirm and then ‘OK’ to return to the Request Details page. You will see that the status for the request is now “Cancelled”.

Only unprocessed absences that can be cancelled appear on the page. To change a processed absence, speak with your Department Time Administrator.
Submit Absence Requests on Behalf of your Employees

From the WorkCenter, navigate to the Manage My Team > Absence Requests tab or from the menu Manager Self Service > Time Management > View Time > Team Time > Request Absence.

Select the employee from the list and then enter the absence details and submit the request.

Note that the employee selection page view differs as pictured in the above section. The absence is also approved once submitted.

Edit a Processed Absence Entry – Departmental Time Administrator Request
To edit an absence that was processed but the time off was not taken; contact your Departmental Time Administrator.

Once the absence is adjusted, the history page will immediately reflect the updated absence entry and any balance adjustment will be viewable after the next absence process runs.

If the absence was modified and not voided, the adjusted entry information will overwrite the original request and be viewable in the history. The status remains Approved.

If the absence event was voided, the absence item displays a status = Void.

Absence Request History Page View – Voided Absence

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Voided</th>
<th>11/19/2018</th>
<th>11/19/2018</th>
<th>0.18 Days</th>
<th>Administrator Absence Event</th>
<th>11/25/2018</th>
</tr>
</thead>
</table>

View Request Page View – Voided Absence

Vacation

<table>
<thead>
<tr>
<th>Voided</th>
<th>11/19/2018</th>
<th>0.18 Days</th>
</tr>
</thead>
</table>

Process Date: 11/29/2018
Managing Timesheets
As a manager, you are responsible for reviewing and approving timesheets for your direct reports. In addition to approving, you can also enter into a timesheet for a direct report or push a timesheet entry back for correction.

High Level Process – Overview

Ongoing
Each pay period, employees complete timesheets for your review and approval. Employees and Managers receive reminder emails the morning of submission deadlines. Timesheets must be submitted and approved by the deadlines. You can approve entries any time an employee submits one.

Timesheet Schedule and Deadlines
- Employee timesheet submission is 10 AM on the listed deadline day (usually Fridays)
  - Note: Absence requests must be approved before 12 noon on the timesheet deadline to be included for processing in the pay period
- Manager timesheet approval is 12 pm on the listed deadline day (usually Fridays)

Manager Absence Approval Deadline
Absence requests must be approved before 12 noon on the timesheet deadline to be included for processing in the pay period. If they are approved after the deadline, the employee will not see the updated balances until the following pay period. Confirm that the employee has enough available time for the request prior to approval and push back any requests that require updating. Refer to the Time and Absence Reports section for more detail on generating the reports.

Manager Timesheet Approval Deadline
Ensure all timesheets have been reviewed and approved by the timesheet approval deadline.
- Review Timesheet Statuses.
- Time Summary – from the WorkCenter, navigate to Manage My Team > Timesheet.
  - Review the page to see if there are any hours to approve or Exceptions to resolve
  - Click on the employee’s last name to review a timesheet, if needed
  - Confirm if any employees need to submit time and reach out to them to ensure it is completed and approved by the deadline

Exceptions
Resolve any Exceptions that may have generated. You will receive an email for any high exceptions that generate. Access them via the email notification or through the WorkCenter - “My Pending Approvals” tab and then the “Exceptions” tab.
The Bi-Weekly PAC Timesheet Schedule
This schedule is available on the HR Website and lists the deadlines each pay period.

<table>
<thead>
<tr>
<th>Employee Timesheet Submission Deadline [10 AM]</th>
<th>Manager Timesheet Approval Deadline [12 PM]</th>
<th>Pay Period Begin (Monday)</th>
<th>Pay Period End (Sunday)</th>
<th>Check Date</th>
<th>View Updated Absence Balances on Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 06, 2018</td>
<td>Friday, July 06, 2018</td>
<td>06/25/2018</td>
<td>07/01/2018</td>
<td>07/10/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, July 20, 2018</td>
<td>Friday, July 20, 2018</td>
<td>07/09/2018</td>
<td>07/23/2018</td>
<td>07/22/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, August 03, 2018</td>
<td>Friday, August 03, 2018</td>
<td>07/23/2018</td>
<td>08/05/2018</td>
<td>08/07/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, August 17, 2018</td>
<td>Friday, August 17, 2018</td>
<td>08/06/2018</td>
<td>08/19/2018</td>
<td>08/24/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Wednesday, August 29, 2018</td>
<td>Wednesday, August 29, 2018</td>
<td>08/30/2018</td>
<td>09/02/2018</td>
<td>09/04/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, September 14, 2018</td>
<td>Friday, September 14, 2018</td>
<td>09/09/2018</td>
<td>09/16/2018</td>
<td>09/18/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, September 28, 2018</td>
<td>Friday, September 28, 2018</td>
<td>09/17/2018</td>
<td>09/30/2018</td>
<td>10/01/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, October 12, 2018</td>
<td>Friday, October 12, 2018</td>
<td>10/01/2018</td>
<td>10/14/2018</td>
<td>10/16/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, October 26, 2018</td>
<td>Friday, October 26, 2018</td>
<td>10/15/2018</td>
<td>10/28/2018</td>
<td>10/30/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Friday, December 07, 2018</td>
<td>Friday, December 07, 2018</td>
<td>11/26/2018</td>
<td>12/09/2018</td>
<td>12/11/2018</td>
<td>Personal/Sick*</td>
</tr>
<tr>
<td>Tuesday, December 18, 2018</td>
<td>Tuesday, December 18, 2018</td>
<td>12/10/2018</td>
<td>12/28/2018</td>
<td>12/30/2018</td>
<td>Personal/Sick*</td>
</tr>
</tbody>
</table>

Notes:
- The highlighted pay period has a submission/approval deadlines on a day other than Friday.
- Absence requests must be approved before 12 Noon on the timesheet deadline day to be included in the absence processing for that pay period.
- Casuals and Variable Hour Officers are only entitled to earn New York City Sick Leave.
- **Vacation time earned is applied to the employee's balance at the beginning of the following month.**
Access Employee’s Submitted (Reported Time) Timesheets
Submitted timesheets to review are located in the WorkCenter on the My Pending Approvals > Reported Time tab. Click the employee’s last name to review the timesheet. Using the PAC menu, submitted timesheets are located here: Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time (for Reported Time).

Reported Time Tab – Time Summary Page
This page displays all timesheets submitted by your direct reports pending your approval. Note that if you are a delegate for another manager, you will be prompted to select between either your own direct reports timesheets to view, or the delegator’s direct reports timesheets.

The date defaults to today’s date and displays employees who submitted time during this week. If any of your employees submitted time, a line item appears in the Time Summary section on the page.

Change View Section
You can view “All Time Before” or “All Time After” a date from the “View By” drop down menu (and then click Refresh). The ‘Hours to be Approved’ column now displays all hours to approve and you will access the earliest timesheet with entries.

View Scheduled Hours and Absence Indicators
These options are available in the Day or Week view.

- Selecting the “Include Absence” checkbox inserts an indicator in to the “Absence to be Approved” column to indicate there is a pending absence request to approve. This icon is not a link.
- Selecting the “Show Schedule Information” checkbox inserts the Scheduled Hours column in the Time Summary section and displays the employee’s scheduled hours

Tip! It is recommended to review the Timesheet Entry job aid and guide. This will provide you with a reference on how your employees enter and edit time and absence entries on a timesheet.
Analyzing the Timesheet

Click the **Last Name** link to access the timesheet for that employee. Accessing a timesheet from the Reported Time Tab, defaults the view ‘by week’. To see the entire pay period, change the selection to ‘calendar period’. You can also navigate using the **Previous Period** and **Next Period** links.

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faust</td>
<td>Gregory</td>
</tr>
</tbody>
</table>

**Time Summary**

- **Select**: Check the box to select the time entry row to approve, push back or deny. This option is for time entries only and not absences.
- **Comments Column**: Employees can include a comment for a day’s entries. If a comment was added, the bubble icon will have lines in it. Click this bubble to read the comment and add to it if needed.
- **Day and Date Columns**: These indicate the workday and date.
- **Reported Status Columns**: Status for the item.
- **In and Out Columns**: The fields to enter work begin and end times as well as break times for each worked day. For casual employees who work irregular hours on differing days, their timesheets may only contain one set of In and Out times on a day indicating the exact amount of time worked that day, e.g. In at 1:00 pm and Out at 3:00 pm.
- **Punch Total Column**: The total number of “In” hours entered for the day.
- **Time Reporting Code**: A description of the type of time entered or subtracted on the timesheet.
**Quantity** – The total number of non-worked time for the day. Used in combination with the appropriate TRC, e.g. CUHO for Columbia Holiday.

**Scheduled Hours** – The employee’s scheduled work hours for the day. For non-casual time reporters, the number of hours displayed is defaulted based upon the Work Schedule for the position. If the hours displayed are incorrect, you can request the correct schedule for the employee be added through your Department Time Administrator. For casual employees and Variable Hours Officers, no scheduled hours appear.

**+ Column** – click to add another entry row to enter a different time type for the same day

**- Column** – click to delete an entry row

**Reported Time Summary** – on the bottom of the page is a breakdown of time by week (or weeks) within the pay period. At a glance you can see the reported time and the employee’s scheduled hours and if there is schedule deviation between those two categories. Casuals and Variable Hours Officers will not have Schedules.

### Week View

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Mon 1/21</th>
<th>Tue 1/22</th>
<th>Wed 1/23</th>
<th>Thu 1/24</th>
<th>Fri 1/25</th>
<th>Sat 1/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>26.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td>5.00</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>Absence</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Reported Hours</td>
<td>35.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>Total Scheduled Hours</td>
<td>35.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time with no Category</td>
<td>7.00</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pay Period View

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Week 1 (1/21-1/27)</th>
<th>Week 2 (1/28-2/3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>25.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Absence</td>
<td>18.00</td>
<td>0.00</td>
<td>14.00</td>
</tr>
<tr>
<td>Total Reported Hours</td>
<td>42.00</td>
<td>35.00</td>
<td>14.00</td>
</tr>
<tr>
<td>Total Scheduled Hours</td>
<td>70.00</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td>-21.00</td>
<td>-21.00</td>
<td></td>
</tr>
<tr>
<td>Time with no Category</td>
<td>7.00</td>
<td>7.00</td>
<td></td>
</tr>
</tbody>
</table>
Time Reporting Codes (TRCs) and their Definitions

A Time Reporting Code (TRC) is a description of the type of time entered on the timesheet. A TRC must be selected for each time row entered. Different employee groups will have different time codes available to them as appropriate. Absences do not require a TRC selection. Managers and Department Time Administrators (DTAs) can enter time for their employees if needed as well as access additional TRCs for specific functions. Managers can approve a direct report’s timesheet but Department Time Administrators (DTAs) cannot approve timesheets.

Most often, the “REG” code for Regular Hours will be used for work hours entered and is the only code used for Casual Employees or Variable Hours Officers. There are also specific codes for other types of time entries, such as ‘Holidays’ or ‘Holiday Worked + Regular Day’s Pay’.

As there are multiple types of payable time that can be entered into the timesheet, it is important to review each entry and ensure it is coded correctly. Overtime codes do not need to be entered if overtime hours are worked. If the employee’s reported hours are greater than their scheduled hours, the system will calculate overtime based on the rules outlined in their respective Collective Bargaining Agreement or University Policy.

There are two (2) different methods for recording time on the timesheet. For actual hours worked on the day, enter the In/Out columns only. For other types of time, the Quantity column is used.

Below is a view of available TRCs that can be entered (by employee type) and how they are entered. For more information, please speak with your Department Time Administrator (DTA) or Human Resources representative.

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
<th>Use</th>
<th>Support Staff</th>
<th>Casual / VHO</th>
<th>Timesheet Entry Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Regular Work Hours</td>
<td>For regular hours worked</td>
<td>X</td>
<td>X</td>
<td>In/Out</td>
</tr>
<tr>
<td>AWOP</td>
<td>Absent Without Pay</td>
<td>If employee has an unexcused or excused absence without pay</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUHO</td>
<td>Columbia University Holiday</td>
<td>Indicates the day is a University-designated holiday, and the employee did not work</td>
<td>X</td>
<td></td>
<td>Quantity</td>
</tr>
<tr>
<td>HOLD</td>
<td>Holiday Worked + Deferred Day</td>
<td>If employee elects comp time for having worked the holiday</td>
<td>X</td>
<td></td>
<td>In/Out</td>
</tr>
<tr>
<td>HOLW</td>
<td>Holiday Worked + Regular Day’s Pay</td>
<td>If employee worked on a designated holiday and elects to receive additional day's pay</td>
<td>X</td>
<td></td>
<td>In/Out</td>
</tr>
<tr>
<td>ILPU</td>
<td>In Lieu of Pay Used</td>
<td>Indicates use of the comp time earned for having worked the holiday</td>
<td>X</td>
<td></td>
<td>In/Out</td>
</tr>
</tbody>
</table>
Additional Manager TRC Selections
Additional TRC selections are available when managers update a direct report’s timesheet. Note the additional items, “Union Duty” and “Union Duty (paid by Union)”.

Scheduled Hours and Reported Time
An employee’s scheduled hours and reported time determine the earnings amount calculated for their paychecks and differs for non-casual time reporters and casual employee/VHO time reporters.

- Non-casual time reporters must ensure that the total time submitted (including absences) equals at least their scheduled hours. Submitted hours may be greater than scheduled if they work overtime.
- Casual employees and Variable Hours Officers are paid based on the time reported and approved by the pay period deadline. If the time is not entered and approved timely, the employee will not receive a paycheck for this pay period. The time can still be submitted and once approved, the employee will receive their pay in the pay period when the approval occurred.

When Reported Time and Scheduled Hours Do Not Match
The timesheet totals all entered time items (punch total + quantity total + absence hours). This total includes adding in Absence hours and AWOP (absence without pay) hours. Even though the AWOP TRC does not count towards payable hours, it still counts towards the employee's total reported hours for each week of the pay period.

This provides a quick view to determine if overage hours were entered and if hours are missing and need to be entered.

<table>
<thead>
<tr>
<th>Total Reported Hours</th>
<th>49.00</th>
<th>35.00</th>
<th>14.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Scheduled Hours</td>
<td>70.00</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td>-21.00</td>
<td>-21.00</td>
<td></td>
</tr>
</tbody>
</table>

Timesheets and Overtime
Employees do not need to enter an overtime code if overtime hours are worked. If the employee’s reported hours are greater than his/her scheduled hours, the system will calculate overtime based on the rules outlined in his/her respective Collective Bargaining Agreement or University Policy.

<table>
<thead>
<tr>
<th>Total Reported Hours</th>
<th>73.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Scheduled Hours</td>
<td>70.00</td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td>3.00</td>
</tr>
<tr>
<td>Time with no Category</td>
<td></td>
</tr>
</tbody>
</table>
Timesheets and Absences without Pay

The Absence Without Pay (AWOP) TRC is used to account for time that was not worked and that absence time was not available to use so that when all hours are added together, they will at least equal the scheduled hours.

In the current pay period, an AWOP code may result in reduced pay.

If an AWOP code is entered in one of the prior two pay period timesheets, the hours are accounted for in the timesheet but does not subtract pay. If an overpayment exists, speak with your DTA or Human Resources Representative.

Approving Time Entries on Timesheets

These are the steps to review and approve time entry rows.

1. Review the **Total Reported Time** entered for each day of the pay period.
2. Confirm the **Time Reporting Code** selected for the time entry.
3. Review any **Comments** the employee entered by clicking on the shaded comments bubbles.
4. Review the **Reported Time Summary** section of the page to compare the **Total Reported Hours** to the **Total Scheduled Hours** and any **Schedule Deviations**. Follow-up with the employee with any questions before approval, if needed (see next section).
5. To **Approve** submitted time, check the “**Select Box**” next to each **time** item that Needs Approval, or click the “**Select All**” button to choose all and then click “**Approve**”. If the pay period contains a holiday, a message appears as a reminder. Click “ok” to that message or make any needed edit. Click “**Ok**” to the confirmation message. The status now reads as ‘Approved’. A comment can be added for an approval (optional). See next section.
Important! This action approves *time entries only*. To approve any absences entered on the timesheet, see the Approving Absence Events on the Timesheet section.

<table>
<thead>
<tr>
<th>Select</th>
<th>Add Comments</th>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mon</td>
<td>1/21</td>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02 CUHO - Columbia Holiday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tue</td>
<td>1/22</td>
<td>Approved</td>
<td>9:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>7.00</td>
<td>01 REG - Regular Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed</td>
<td>1/23</td>
<td>Approved</td>
<td>9:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>7.00</td>
<td>01 REG - Regular Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thu</td>
<td>1/24</td>
<td>Needs Approval</td>
<td>11:00:00AM</td>
<td>1:00:00PM</td>
<td>2:00:00PM</td>
<td>5:00:00PM</td>
<td>5.00</td>
<td>01 REG - Regular Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri</td>
<td>1/25</td>
<td>Needs Approval</td>
<td>9:00:00AM</td>
<td>12:00:00PM</td>
<td>1:00:00PM</td>
<td>5:00:00PM</td>
<td>7.00</td>
<td>01 REG - Regular Hours</td>
</tr>
</tbody>
</table>

Timesheets and Salary Accounting
The approved payable time will be allocated according to the Salary Distribution in effect for the employee. It is not entered on the timesheet nor can it be changed on the timesheet.

To set up a new funding distribution or change a prior allocation, contact your local HR Team/Financial Office to make the change through Salary Distribution and Cost Transfer pages.

![Salary Distribution History](image)

Allocation

- **Combination Code:** 1000001238
- **% Distribution:** 100.000
- **Earnings Code:** REG
- **Funding End Date:** 06/30/2018
Pushing Back a Time Entry – for Employee Correction
If upon reviewing the timesheet you identify an error, you can send it back to the employee to make the adjustment and then resubmit for approval.

1. Check the “Select Box” next to the time item(s). It is helpful to add a comment for the employee’s review.
2. Click “Push Back” on the bottom of the timesheet.

3. Press “Yes” or “Ok” to any confirmation message.

The status now reads as ‘Pushed Back’. Employees receive an email that there is a ‘pushed back’ item for their review.

If the Push Back is due to an incorrect TRC selection, only send it back to the employee to correct if they have access to select that TRC. Otherwise, you can update that entry. See the TRC section to view the available TRCs to employees and managers.

For steps on how employees update a Pushed Back item, see the PAC Timesheet Entry Training Guide.

A Push Back is the return of a time entry item to the employee requesting an update to the entry or there is a question on the entry.

Add a Comment
A comment can be added for any time entry item. When sending a timesheet back to the employee to correct an error, the comment provides the reason for the employee to make the adjustment and then resubmit for approval.

1. Click the “Comments” bubble in the Comments column
2. Enter the note into the Comment field
3. Click “OK”
4. To add additional comments, click the “Add Comment” button

When a comment exists for an item, the Bubble in the Comments column is shaded.
Managing Timesheets and Absences Training Guide

Editing Timesheets – Manager Entries and Correction
Managers can update a timesheet directly instead of pushing it back to the employee to make the correction. You may want to edit a timesheet to include absences when employee could not access the timesheet or to make absence hour/work hour/AWOP hour edits.

Report Time on Employee’s Behalf, Edit or Delete Time Entries
Time entry can be made on behalf of an employee or edits can be made for the current and prior two (2) pay periods even if they already been submitted or approved. Changes can be made until the submission deadline for the current pay period. Note that you can also access employee timesheets from the PAC menu navigation: Manager Self Service > Time Management > Report Time > > Team Time > Timesheet.

To submit or edit a time entry for an employee in the current or prior two (2) pay periods:

- Click the last name of the employee and their current pay period timesheet appears.
- Enter the ‘In’ and ‘Out’ or ‘Quantity’ of hours to enter or edit hours
- Adjust the category for the hours by selecting a different Time Reporting Code from the drop down menu
- After editing, click “submit” and then “approve”. When managers update timesheets, they must be both submitted and approved. The timesheet must be approved even though you submitted it.
- To delete a time entry row: click the “-” to the right of the row and then confirm the deletion
- To add a time entry row: click the “+” to the right of the row and then confirm the deletion.

- If the reported time submitted is less than the scheduled hours, confirm that the employee entered the correct amount of hours and TRC for each day in the pay period.
  - update the time entry or submit the eligible absence to make the timesheet whole
  - if the employee is not eligible for another type of time or absence, enter an additional row adding the AWOP TRC for the number of hours they were absent without pay. Remember, those hours are added to the total reported time thus ensuring the reported time is at least equal to the scheduled hours.

  Note: Employees receive an email notification each time anyone modifies their timesheets.

Subtracting Pay from an Employee’s Timesheet
Events that occur in the current pay period that would result in reduced pay for the employee - such as an absence without pay or Union Duty that was paid by the union - can be processed in the current period.

Any time or absence changes to the prior two (2) pay periods needs to be updated and thus reflected on the appropriate timesheet with the correct allocations of hours. If any of these changes to a prior-period result in a deduction in wages, the deduction will not be processed by the system. These changes will need to be processed following the current Overpayment Recovery Process. Please speak with your DTA or Human Resources representative for more information on how to initiate this process.

For edits to prior processed pay periods greater than the past two (2) pay periods, contact DTA.
Access All Direct Reports Timesheets

A listing of all direct reports timesheets displaying ‘Reported Hours’ and ‘Hours to be Approved’ is located in the WorkCenter on the Manage My Team > Timesheet page. Use this view to determine if there are timesheets to approve or employees who need to report time which you can tell by seeing the number of hours reported (or lack of).

Using the PAC menu, all timesheets are located here: Manager Self Service > Time Management > Report Time > Team Time > Timesheet (for a list of all employees).

<table>
<thead>
<tr>
<th>LastName</th>
<th>FirstName</th>
<th>Employee ID</th>
<th>EmpID Record</th>
<th>Job Title</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>Scheduled Hours</th>
<th>Exception</th>
<th>Reported Absence</th>
<th>Hours Approved or Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>L Indy</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faust</td>
<td>G Gregory</td>
<td>0 Admin Employee : ADMN</td>
<td>33.00</td>
<td>12.00</td>
<td>35.00</td>
<td>21.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filer</td>
<td>Michael</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halibon</td>
<td>Lucie</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoelter</td>
<td>J Jeffrey</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>James</td>
<td>Calvin</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Dennis</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turbo</td>
<td>Rose</td>
<td>0 Admin Employee : ADMN</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Viewing Time Entry Status

To view the workflow status of a time entry, click the link in the Reported Status column and the Timesheet Approval Monitor appears.

Here you can view the chronological actions taken for each item.
Timesheets and Absences

Time Reporters can enter absences and managers can approve absences directly from the timesheet. **Absences must be approved in addition to approving the entered time.**

### Approve Absence Entries on a Timesheet

Submitted absence requests appear in a status of Needs Approval on the timesheet in the appropriate date row.

| Thu 1/24 | Needs Approval |
| 11:00:00 AM | 1:00:00 PM | 2:00:00 PM | 5:00:00 PM | 5:00 | 01 REG - Regular Hours | 2.00 |
| Needs Approval |

If the absence was approved via the absence pages, it populates as approved in the appropriate timesheet row(s).

| Wed 1/30 | Approved |
| 1:00:00 PM | 2:00:00 PM |
| VAC21 - Vacation - Union-2110 | 7.00 |

| Thu 1/31 | Approved |
| 1:00:00 PM | 2:00:00 PM |
| VAC21 - Vacation - Union-2110 | 7.00 |

To approve absences directly from the timesheet -

1. Click the **Absence tab** on the bottom of the timesheet then click the **Details** link to review the absence request. Click **OK** to return to the timesheet.
2. Review the Absence Balances section to ensure the employee has enough time available for the request.
3. Select the **checkbox** next to the absence and click **Approve** (in the Absence section). Then click **Yes** and click **OK**.

If more time is submitted for an absence than is available or a correction is required, push it back to the employee asking them to correct it.

**Tip!** Run the Negative Balance Report each pay period before approving timesheets to see if any employees are carrying or have the potential to have a negative absence balance.
Edit Absence Entries on a Timesheet
You can edit an absence on behalf of your employee.

To edit an absence,

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click **Edit** to the right of the absence item.
3. Click the **Details** link for the absence item.
4. Update the request as needed and click **Calculate Duration** if needed.
5. Click **OK**.
6. Click **Submit** (in the timesheet submit section) and the updated entry appears on the Timesheet in a Needs Approval status.
7. To approve, select the check box for the absence item from the bottom of the timesheet.
8. Click **Approve**. Remember that it must also be approved.

Cancel Absence Entries on a Timesheet
You can cancel an absence on behalf of your employee and it will be removed from the timesheet.

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click **Edit** to the right of the absence item.
3. Select the **Cancel** checkbox.
4. Click **Submit** and it is removed from the Timesheet. Remember that the timesheet must now also be adjusted to record the type of time reported for that day and then approved.
Exceptions

When the Time Administration process runs, it will look at all Approved time and absence entries (‘saved’ or ‘submitted’ time entries are not included) and ensure they are in accordance with the established rules and employee eligibility or if an aspect of the entry is incorrect.

If, after this process completes, it is determined that there is a variation from the established rules for an employee type or an aspect of the entry is incorrect, an exception will generate to notify you that there is something that needs to be reviewed and addressed.

You will receive an email when “High” exceptions generate. An indicator is also viewable on the Timesheet Summary page or on the Exception page. Click the URL link from within the email and log in to view the exception.

Exceptions can be accessed at any time via the menu page: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions page

Or through the WorkCenter via the My Pending Approvals > Exceptions tab.

This is the default view on the exceptions page. It will contain a list of all exceptions for your direct reports.
Exception Severity Level

Exceptions are assigned a High/Medium/Low severity level.

- High exceptions must be corrected in order for the time associated with the exception to become payable time.
- Medium and Low priorities must also be reviewed and/or addressed and corrected, if needed.

High Exception Examples

<table>
<thead>
<tr>
<th>Event that Triggers Exception</th>
<th>Severity</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUTLH001 Invalid Holiday TRC on Non Holiday</td>
<td>High</td>
<td>CUHO, HOLD, and HOLW are only allowed on a University-designated holiday. The timesheet needs to be updated by correcting the TRC to a non-holiday TRC.</td>
</tr>
<tr>
<td>CUTLT001 Reported Hours Less Than Scheduled Hours for Pay Period</td>
<td>High</td>
<td>This exception could have been triggered by one or more of the following scenarios: 1. Employee submitted less than scheduled hours for one or more weeks of the period (employee needs to submit a whole timesheet) 2. Less than the employee’s scheduled hours got approved for one or more weeks of the period (all hours need to be approved) 3. Absence was submitted and/or approved past the absence approval deadline (this will get processed next period) 4. Employee has an Unpaid absence because he/she does not have the available balance (additional absence or AWOP is needed)</td>
</tr>
<tr>
<td>CUTLT002 Employee has not earned enough hours to use TRC - ILU</td>
<td>High</td>
<td>ILPU was keyed in on the timesheet without the employee having previously used HOLD. ILPU can only be used when the employee had a deferred holiday (indicated by HOLD). ILPU needs to be changed to a different TRC for that day.</td>
</tr>
<tr>
<td>TLX00440 TRC is not in TRC Program</td>
<td>High</td>
<td>Manager needs to follow up with DTA/CA to ensure appropriate TRCs are activated/being used. TRC needs to change to one for which the payee is eligible.</td>
</tr>
<tr>
<td>TLX00030 Inactive employee submits timesheet</td>
<td>High</td>
<td>Manager needs to check employee’s status; follows-up with DTA if needed.</td>
</tr>
<tr>
<td>TLX01540 Reported time submitted on timesheet in excess of 24 hours for one day</td>
<td>High</td>
<td>Manager corrects time on the employee’s timesheet; follows-up with manager as needed.</td>
</tr>
<tr>
<td>TLX10074 A schedule might not exist for the time reporter</td>
<td>High</td>
<td>Manager needs to check employee’s status; follows-up with manager as needed.</td>
</tr>
</tbody>
</table>
### Low and Medium Exception Examples

<table>
<thead>
<tr>
<th>Event that Triggers Exception</th>
<th>Severity</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUTLT003 Employee has not used Deferred Holiday Hours</td>
<td>Low</td>
<td>This is an informative message to the manager that an employee who previously had a deferred holiday (HOLD) has not used ILPU within 30 days of the holiday, and the holiday will now be paid out to the employee in the employee’s next check.</td>
</tr>
<tr>
<td>Reported time submitted on the timesheet in excess of 12 hours per day</td>
<td>Low</td>
<td>Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>TLX01700 Time has been reported on the same day as a Full Day absence event</td>
<td>Low</td>
<td>Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>TLX01710 Partial absence event and Reported Partial Punch Time reported on the same day</td>
<td>Low</td>
<td>Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>TLX10081 Reported hours for a Casual has exceeded more than 6 hours in one day</td>
<td>Low</td>
<td>Manager to follow-up with employees accordingly. Manager either allows this exception or corrects it.</td>
</tr>
<tr>
<td>CUTLA001 An Absence during this period produced Unpaid Time</td>
<td>Low</td>
<td>At this point, Absence Calc has already finalized for this period for the employee. This exception serves as an informational message to the manager, alerting them this employee has an Unpaid absence for this period. Unpaid absences for Union/NUSS employees will cause their timesheets to be short for the week/period, and they will still receive their default pay. For true Absence Without Pay scenarios, the manager will need to input the AWOP on the timesheet for the Unpaid absence.</td>
</tr>
</tbody>
</table>

### Exceptions and Employee Pay

Exceptions must be reviewed and resolved by the end of every pay period so that employees will receive their correct pay.

If the exceptions are not resolved by the end of the current pay period, the timesheet will be processed in the next period once the exceptions are resolved. Any additional pay due to the employee will also be processed and paid out in the next period.
Reviewing Exceptions
There are three tabs of information, Overview, Details and Demographics. The default view displays the overview tab listing employee names, type of exceptions and the Severity level. The Details tab provides similar information along with the Source of the exception, e.g. Time Administration, and an explanation of the exception. Note: to see all data in one row, click the icon to the right of the Demographics tab.

1. Click the Details tab
2. Click the Explanation link to the right side of the item to view more detail about the exception. This link appears when the Details tab is expanded and included in the page view.

Resolving Exceptions
Review each message and address as needed to ensure the employee’s time and absence information is accurately captured and that the timesheets reflect actual reported time. The research and resolution for each depends upon the unique message. If the exception approval deadline has passed for the pay period, the resolution will be in the next pay period.
Low and Medium Severity Exceptions
These exceptions serve as warning messages that need to be reviewed and cleared, thus accepting the message sent for the timesheet.

For example, if the “Reported time submitted on the timesheet in excess of 12 hours per day” exception generates, it is letting you know that an employee reported more than 12 hours of time in one day in the timesheet.

Navigate to the timesheet and review the entry to confirm the reported time in excess of 12 hours in the day is correct. Note that if this results in any overtime it would be calculated for the employee and paid as the entry was approved (unless it is changed).

If you do not allow this exception because the entry is incorrect, modify to the timesheet to indicate the correct time entries or absences taken and then resubmit the timesheet and approve it.

Clearing Low and Medium Severity Exceptions
To clear low and medium level severity exceptions, select the “Allow” checkbox next to the item and then click “Save”. Items will remain on the list until cleared (allowed).

For High Severity Exceptions
These exceptions need to be resolved by the end of every pay period. If High exceptions are not resolved by the end of the current pay period, the timesheet will be processed in the next period once the exceptions are resolved. Any additional pay due to the employee will also be processed and paid out in the next period.

High exceptions cannot selected to “Allow” to resolve the exception and the checkbox for them is inactive.

For example, if the “Reported time submitted on the timesheet in excess of 24 hours per day” exception generates, it is letting you know that an employee reported more than 24 hours of time in one day in the timesheet. This exception must be resolved by correcting the timesheet.

- Navigate to the timesheet and review the entries totaling an excess of 24 hours in the day
- Correct and submit the revised timesheet. Follow up with the employee if needed (or DTA may follow up with the manager) and then approve the timesheet

If the correction resolved the High exception, it will no longer appear in the list after the next time administration process runs.
Time and Absence Reports

Time and Absence reports assist with the reviewing and reporting needs of managers and DTAs. Managers can access reports that provide information for their direct reports and DTAs can access those reports and additional reports that allow for the review and oversight activities for their department(s). When a DTA runs any of these reports, the results returned are by department.

This is the Reports lesson of the Managing PAC Timesheets and Absence course. Upon completion of this lesson, you will be able to:

- Access and Generate Time and Absence Reports
- Interpret Report Data

Estimated Time to Complete Lesson: 20 minutes

WorkCenter Reports Section

Reports are easily accessible through the WorkCenter and the report links are located on the upper left hand side of the page.

Reports are also accessible via the PAC menu: Main Menu > Manager Self Service > Time Management > TLAM Reports

To export report results into Excel, click the export icon to the left of the Report Results title bar and then select “Download to Excel”.

---

**Time & Absence WorkCe**

- Reports
  - Absence Event Details
  - Absence Balance
  - Negative Balance
  - Overtime Tracking
  - Payable Time Report

**Payable Time Report**

- **Report Parameters**
  - **UNI**: [Field]
  - **Employee ID**: [Field]
  - **End Date**: [Field]
  - **Pay Period**: [Field]
  - **Department ID**: [Field]

- **Generate Report**
- **PDF Report**

---

**Previous Month**

Sunday
Time and Absence Reports
Time and Absence managers and Department Time Administrators* can generate the following reports for their direct reports. Managers view information for their direct reports and DTAs view information for their department.

Absence Event Details Report
The Absence Event Details Report displays all absence events with their start and end dates, duration, comments and approval/workflow status.

Report Use
This report is useful to see all absence events and their statuses for all your direct reports by specific parameters. It is also helpful to view any unapproved absences (in submitted status) that must be approved before the 12 noon deadline.

Report Generation and Entry Parameters
1. Click the Absence Event Details report link from the WorkCenter or menu navigation
2. In the ‘Report Parameters’ section, enter or select from the calendar icon, the From Date and To Date for the period of time you would like to view (required fields)
3. In the ‘Report Selector’ section, the default view is Absence Detail to view all absence types. If you want to see results for Sick absences only, select the ‘Sick Days Only’ radio button
4. Click the Generate Report button to run the report

Optional Parameter Entry – if you would like to view results for a specific employee or department, you can enter the UNI or Dept ID (department) respectively.

Report Results
The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type, Start and End Dates
- Unit Type (Days or Hours) and Absence Duration
- Last Action Date (last date acted upon, e.g. date approved); Manager Approved (Y = yes; N = no)
- Absence Status (Submitted, Approved, Denied, Cancelled, Pushed Back)
- Comments (as entered on the absence request)
Absence Balance Report
The Absence Balance Report displays all absence balances for your direct reports.

Report Use
This report is useful to see employee’s absence balances within the parameters entered. This is helpful to see a department summary view as the absence balance page provides an individual employee view only. You can compare available balances to requested (approved and submitted) absences.

It can also be used to view absence balances by employee or by absence type. DTAs who run this report will return results for the entire department.

Report Generation and Entry Parameters
1. Click the Absence Balance report link from the WorkCenter or menu navigation
2. Click Generate Report. There are no required entry fields to run the report

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the UNI or Dept ID (department) respectively and then click Generate Report button to run the report.

Report Results
The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type and Unit Type (Days or Hours)
- Balance and Balance As Of Date (when the last absence process was finalized)
Negative Balance Report
The Negative Balance Report displays employees who have a negative absence balance or a projected negative balance.

Report Use
This report is useful to determine if employees have a projected negative balance and assist with the review and approval for that employee’s absence requests. It determines if an employee’s current absence balance minus approved absences result in a negative amount. The report does not show submitted but not yet approved absences.

Managers should run this report prior to the absence approval deadline to determine if any employees will be going into the negative and for what absence to allow time to edit or push back absences as needed. This provides a quick, last-minute check on any employees who could be going into the negative for the upcoming Absence Calculation about to run and to follow-up to make any needed corrections prior to when absences are finalized for the period, which alleviate additional work needed later to correct balances and absence data post-absence finalization for the pay period.

If a negative absence is projected, the employee should enter an additional, appropriate, available absence to make up the difference between the negative value in the report and the employee’s scheduled hours for that day. For example, the employee recorded 7 hours vacation but only has 4 hours vacation balance available. Thus, needs to submit 3 hours as personal day if available. If another absence type is not appropriate or available, the manager should indicate an AWOP on the employee’s timesheet for the negative amount.

Note:
- For Absence Only Reporters, vacation balances can go negative by ten (10) days. If the Negative Balance Report is run after the Absence Calculation has finalized, negative vacation will still display on this report only for Officers of Administration.
- For other employee types, negative balances are not stored in the system. Once a negative absence take gets processed by Absence Calc as Unpaid, it no longer appears in the report.

Report Generation and Entry Parameters
1. Click the Negative Balance report link from the WorkCenter or menu navigation

2. Click Generate Report. There are no required entry fields to run the report

Optional Parameter Entry— if you would like to view results for a specific employee or department, you can enter the UNI or Dept ID (department) respectively and then click Generate Report button to run the report.
Report Results
The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type
- Balance
- Unit Type (Days or Hours)
- Balance As Of Date (when the last absence process was finalized)

When this report is run, it will show a projected negative balance for the following absence types, based on population group:

- For Absence Only Reporters, projected negative balances will appear for Vacation
- For Timesheet Reporters (non-casual or VHO), projected negative balances will appear Vacation, Personal and NYC Safe Sick and Sick absence types.
- For Casual and VHO Timesheet Reporters, projected negative balances will appear for NYC Safe and Sick absences.

Negative Absence Balances and Unpaid Absences
If a Time Reporter entry includes unavailable absence time, the timesheet needs to be corrected. This will produce an exception when Time Admin runs, prompting you to go back to the employee’s timesheet to resolve the issue.
Overtime Tracking Report
The Overtime Tracking Report displays overtime payments to employees who have already received overtime pay. It includes any processed pay periods and does not show the current, unprocessed pay period.

Report Use
This report is useful to determine the amount of overtime hours and earnings that were incurred within a pay period or within the entered parameters.

Report Generation and Entry Parameters
1. Click the Overtime Tracking report link from the WorkCenter or menu navigation

2. In the ‘Report Parameters’ section, enter or select from the calendar icon, the Pay Begin Date and Pay End Date for the period of time you would like to view (required fields)

3. Click the Generate Report button to run the report

Optional Parameter Entry— if you would like to view results for a specific employee or department, you can enter the UNI or Dept ID (department) respectively.

Report Results
The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Pay Group
- Pay Begin and Pay End Dates
- Earn Code
- Overtime (OVT) Hours and Overtime (OVT) Pay and Rate Used
Payable Time Report
The Payable Time Report provides a historical view of payable time day as determined by the system through the Time Administrator process and displays the quantity of daily hours paid to Time Reporters. This does not display actual pay amounts received by employees in their paychecks.

Report Use
This report is useful to determine how the system calculated the amount of payable time for an employee and the Time Reporting code for the pay. It displays results based upon the system rules and does not reflect actual pay. For example, an employee may have received pay for 70 hours and the report shows total payable time as 69 hours. Compare the employee’s timesheet to the report to determine the differences.

Report Generation and Entry Parameters
1. Click the Payable Time report link from the WorkCenter or menu navigation
2. In the ‘Report Parameters’ section, enter or select from the calendar icon, the Pay Begin Date and Pay End Date for the period of time you would like to view (required fields)
3. Click the Generate Report button to run the report or PDF Report button to run the report as a pdf document

Optional Parameter Entry—If you would like to view results for a specific employee or department, you can enter the UNI or Dept ID (department) respectively.

Report Results
The report results show:

- Name, UNI, Employee ID and Employee Record
- Job Title, Pay Group
- Department ID and Department Description
- Payable Date, Payable Status
- Time Reporting Code, TRC Description
- Hours Worked, Standard Hours

![Payable Time Report](image)
Officer Quarterly Closeout Report (DTA Only)
The Officer Quarterly Closeout report displays the submission status of the quarterly acknowledgement of absences for all officer employees in the department. For departments using the Officer Quarterly Closeout process only.

Report Use
DTAs generate this report to determine the status of employee submissions and manager approvals for the quarterly closeout.