

Managing PAC Timesheets – Job Aid

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

Step 1: Access Employee’s Timesheets

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

- *Submitted* timesheets are located in **My Pending Approvals > Reported Time** tab.
- A listing of *all* direct reports timesheets displaying ‘Reported Hours’ and ‘Hours to be Approved’ is located in **Manage My Team > Timesheet** tab. Here is where you can see both timesheets to approve *and* employees who have not yet submitted their timesheet.

Step 2: Review Hours Worked / Time Off Entries for the Pay Period

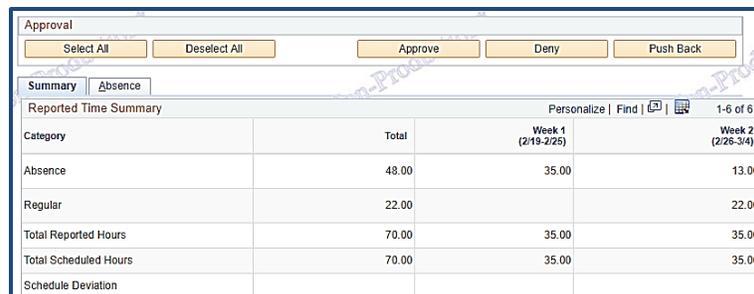
- **Review** the **Reported** hours and that the **Time Reporting Codes** accurately describe the type of time
 - For non-casual/non-VHO employees, ensure that the reported hours and absences are at least equal to their **Scheduled** hours and that there are no missing entries. Remember that the AWOP code is used to account for an employee’s absence when there is no available absence time to take for that time off.
- **Confirm** absence entries accurately depict the amount and type of time taken off and that the employee *has enough time in their absence balance to take the time off*. If not, any unavailable absence time will be subtracted from the paycheck.
- **Resolve** any Exceptions that may have generated. Access them via the email notification or through the WorkCenter - “**My Pending Approvals**” tab and then the “**Exceptions**” tab.

Access the Bi-Weekly PAC Timesheet Processing Schedule on the HR Website for exact dates

- **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*)

Step 3: Take Action on the Timesheet

- **Approve/Push Back** the timesheet as needed. If pushing back, include a comment for the employee for guidance on how to correct.
- You can also **Update** any entry yourself. Remember to submit the entry prior to approving it.



Approval				
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>		<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="Push Back"/>		
Summary		Absence		
Reported Time Summary				
Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)	
Absence	48.00	35.00	13.00	
Regular	22.00	22.00		
Total Reported Hours	70.00	35.00	35.00	
Total Scheduled Hours	70.00	35.00	35.00	
Schedule Deviation				