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
Navigate to ‘my.columbia.edu’ and log in with your UNI and Password. Click the “WorkCenter” link. Submitted timesheets to review are located in My Pending Approvals > Reported Time tab. Click the employee’s last name to review the timesheet.

A listing of all direct reports timesheets displaying ‘Reported Hours’ and ‘Hours to be Approved’ is located 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.

Step 2: Review Hours Worked / Time Off Entries for the Pay Period
• Compare the Reported hours to the Scheduled hours to confirm the timesheet is complete and that there are no missing entries for the pay period. Reported hours must be equal to or greater than scheduled hours.
• Confirm time entries accurately depict the type of time for the pay period. Hours worked entries in the In and Out columns; Time Reporting Codes are accurate for the type of time; other types of time entered in the quantity column and correct TRC, e.g. “7.00 hours for a holiday or Absent without Pay.”
• Confirm absence entries accurately depict the amount of time taken off and that the employee has enough time in their absence balance to take.
• 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)
  o 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.