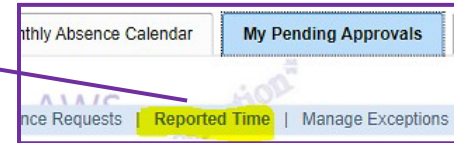


## Manage Employee's Timesheets

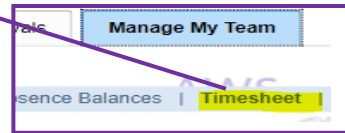
1. Navigate to [my.columbia.edu](http://my.columbia.edu)
2. Select the **HR Manager** tab on top of the page.
3. Scroll down and select the **People at Columbia (PAC)** icon and log in with your UNI and Password.
4. Select the **Manager Self Service** tile, then select the **Time and Absence WorkCenter** tile.



- Submitted timesheets are in *My Pending Approvals > Reported Time* tab.



A listing of **all** direct reports' timesheets displaying 'Reported Hours' and 'Hours to be Approved' is 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.



## Review Hours Worked / Time Off Entries for the Pay Period

From the **Timesheet** sub-tab, click on an employee's last name who *Reported hours* to view the timesheet for the pay period. Confirm the work hours are correct and that the *Time Reporting Codes* selected accurately describe the type of time. For example, for employees who receive holiday pay, ensure the entry is *CUHO* and there is a quantity of hours entered rather than 'in' and 'out' hours. Unless the employee worked on the holiday and needs to report 'in' and 'out' hours. It is important to review the entries for completeness and correctness.

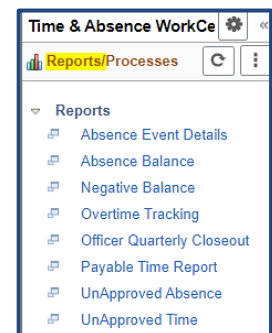
**Important!** For *non-casual/non-VHO* employees, ensure that the reported hours and absences are *at least equal* to their scheduled hours and that there are no missing entries.

Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
Mon	9/6	Approved						02 CUHO - Columbia Holiday	7.00	7.00
Tue	9/7	Approved	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00

**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, the AWOP code is used for the unavailable time and will be subtracted from the paycheck.

### Generate Unapproved Absence and Time Reports

Run the **UnApproved Absence and UnApproved Time Reports** to locate any submitted but not yet approved absence or time entries.



### Resolve Exceptions

If an entry is not in accordance with certain rules within TLAM, an *Exception* generates and must be addressed by the pay period deadline. You will receive email notifications and can also access them through the WorkCenter via *My Pending Approvals > Manage Exceptions*.



For each Exception listed, navigate to the timesheet where it occurred and review the entry and take the appropriate action. For complete steps on how to resolve these, access the ***Managing PAC Timesheets and Absences Training Guide***.

### Approve the Timesheet

*Approve* or *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. If you are acting on behalf of your employee, two steps must occur. You must submit the entry and then approve it.

For complete steps on how to select time row entries and how to make updates, access the ***Managing PAC Timesheets and Absences Training Guide***.



### Bi-Weekly PAC Timesheet Processing Schedule

Reference the [TLAM Processing Schedules](#) to view the dates and deadlines for submissions and approvals.