

Managing TLAM (PAC Timesheets and Absences) – Training Guide

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

Managing TLAM (PAC Timesheets and Absences)

As a manager, you are responsible for reviewing and approving timesheets and absences **by the pay period deadline** for your direct reports. Your team may consist of one or both types of employees.

- **Timesheet Reporters** are employees who report time worked and time off on timesheets and are paid bi-weekly.
- **Absence Only Reporters** are employees who do not fill out timesheets but report time off and are paid semi-monthly.

Both time sheets and absences **must be approved**. The deadlines differ by employee type and are prior to each pay period.

Employee Types and TLAM

Employee who Complete Timesheets

Each pay period, timesheets are submitted with time worked, and absences if applicable. Multiple entries can be entered for one day to accurately reflect the total types of hours worked or time taken off away from work. Modifications can be made to the two prior timesheets if needed.

Casual and VHO employees have an open schedule on their timesheets. This allows them to enter a varied number of hours per day worked, which may vary with each pay period.

Non-Casual and non-Variable Hours Officer (VHO) employees, for example, union members or non-union support staff, have timesheets that reflect their scheduled work hours. Their reported time each week, for time worked and absences **must at least equal their scheduled hours**.

As a manager, you can also enter and modify an employee's timesheet if needed. Employees receive an email notification when anyone approves or modifies their timesheet. Department Time Administrators (DTAs) can enter a timesheet but cannot approve one unless it was reassigned to them as a manager to approve.

Employees who Report Absences Only (no timesheets)

All employees submit absence requests. Employees who only report time off and do not submit timesheets, only submit absence requests. Managers receive email notifications to review and approve. Each pay period, absence balances are updated per the accrual rules and absences approved by the pay period deadline are processed. This subtracts time off taken through the pay period from the employee's absence balance and any earned time is added to the balance.

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 submit absences on an employee's behalf if needed. DTAs can also enter, approve, modify, and void absences. Employees receive an email notification when anyone approves or modifies their absences.

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TLAM Defined

What is TLAM?

TLAM is the acronym for the **Time & Labor and Absence Management** 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.

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

Employee Types and TLAM Use

Bi-weekly timesheet reporters such as union staff, non-union support staff, hourly officers, and VHOs enter their time worked into timesheets and record any time off taken on a bi-weekly basis. Timesheets feed into the Payroll system for employee pay.

Semi-monthly Absence Only Reporters (Officers of Administration) record time off taken on a semi-monthly basis and do not complete timesheets. The Absence Module does not feed into the payroll system.

The chart below indicates the module(s) different employee types use in TLAM.

Employee Type	Records Absences Only (semi-monthly paid employees)	Submits Timesheets (Work Hours) and Absences (bi-weekly paid employees)
Officers of Administration		
Full-Time Officers of Admin (Exempt)	X	
Part-Time Officers of Admin (Exempt)	X	
Variable Hour Officers (non-exempt)		X
Hourly Officers (non-exempt)		X
Support Staff (Total)		
Non-Union Support Staff (NUSS)		X
Union 2110		X
Union 1199		X
Casuals (student and non-student)		X
SSA		X
Faculty and Researchers		
Faculty/Instructors*	n/a	n/a
Researchers	In Process	

*some Faculty are enrolled in TLAM as Time and Absence approvers only.

What is Paid Time Off and How Does it Accrue and Add to Employee Balances?

Paid time off is 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 (CBA). Examples include vacation, personal time, sick time, bereavement, and jury duty. Some union employees also receive time off for marriage, birth, or adoption events. **TLAM does not track leaves of absences**, and in this training, paid time off does not include leaves of absence.

For more information, visit the [Vacation and Time Off](#) page, [University Policies](#), and [Collective Bargaining Agreements](#) on the HR Website.

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 balance of three days if the employee took a day in the same month the 4th day is earned.

Paid Time Off Type	Officers - Semi-Monthly Absence Only Reporters - Accruals Added to Balance	Support Staff - Bi-weekly Timesheet/Absence Reporters - Accruals Added to Balance	Casuals and Variable Hours Officers - Accruals Added to Balance
Vacation	Credited at the end of each calendar month , based on completed month of service and total length of service	Credited at the end of each calendar month , based on applicable Collective Bargaining Agreement (Union) or policy (NUSS)	Not Eligible
Personal Day	Credited at the end of each semi-monthly pay period , based on the employee’s benefits service date	Credited at the end of each bi-weekly pay period , based on the employee’s union seniority date (union) or benefits service date (NUSS)	Not Eligible

Paid Time Off Type	Officers - Semi-Monthly Absence Only Reporters - Accruals Added to Balance	Support Staff - Bi-weekly Timesheet/Absence Reporters - Accruals Added to Balance	Casuals and Variable Hours Officers - Accruals Added to Balance
Sick	See Salary Continuation policy	See Below	Not Eligible
Sick – for Non-SSA - unions 2110, 1199, 119M & NUSS	n/a	<p>During the first year of employment: employees are credited at the end of each pay period, based on the applicable Collective Bargaining Agreement (Union) or policy (NUSS) and their service date.</p> <p>Following one year of employment: employees are credited their full entitlement at the end of the pay period following their anniversary date.</p>	n/a
NY Safe and Sick – for Non-SSA - unions 2110, 1199, 119M & NUSS	n/a	<p>Within the first year of service, <i>after completing probation</i>, support staff are credited at the end of each bi-weekly pay period based on the employee’s USD or BSD.</p> <p>After the first year of service, support staff are then credited 56 hours on their BSD or USD anniversary.</p>	n/a
Sick & NY Safe & Sick - for SSA only (unions SSA & SSC)	n/a	<p>Within the first year of service, <i>after completing probation</i>, SSA staff are credited at the end of each calendar month.</p> <p>After the first year of service, SSA will continue to be credited at the end of each calendar month.</p>	n/a

Absence Entitlements and Balance Deductions

Vacation Days

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 three days, if the employee took a day in the same month the 4th day is earned.

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 [TLAM Absence Processing Schedule](#) for dates when updated vacation balances are viewable.
- Employee balances cannot be negative. The system allows absence only reporters (not time reporters) to incur a negative vacation balance up to ten (10) days in rare circumstances. This must be reviewed and approved by management. If the vacation balance is negative, future earned vacation time is added to the negative balance.

Personal Days

Personal days are earned at the end of the pay period in which the employee earns it based on their Benefit Service Date (BSD) or Union Seniority Date (USD). Three (3) days per anniversary year are earned except for SSA Union employees who earn two (2) days per year and receive President's Day as a university holiday.

Key points:

Officers of Administration

- Personal days are credited at the end of each semi-monthly pay period based on the employee's BSD.
 - 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 absence requests **cannot** be negative. Managers should review each request and run the *Negative Balance Report* to approve/deny/push back accordingly.
 - If a personal day request brings the balance below zero (0), the request will be processed but the vacation balance will be decreased.
 - 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.

Timesheet Reporters

- Personal day absence requests **cannot be negative**.
- Time off requested that is more than 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.
- Personal day entitlements for bi-weekly paid time reporters are credited at the end of bi-weekly pay period based on the employee's BSD or USD.

Time Off Requests and Unavailable Absence Balances

Absence requests greater than the available balance through the request should not be submitted or approved.

- For **Absence Only Reporters**, push the absence request back to the employee for correction (to align the request to available time).
 - **Personal and Vacation Absence Balance Adjustments** – for employees eligible for both personal and vacation absences. If there is an insufficient balance for either a personal or vacation time request, the system will look to the other balance and take any available time from that balance.
- 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). As a manager, you can also update the absence (and timesheet) directly or push it back to the employee to make the correction asking them to request a different type of time off, if appropriate, and if they have enough available time.

If the employee takes time off and does not have available absence time, indicate the time as Absent without Pay on the timesheet and the paycheck will be appropriately adjusted.

If you approve the absence for which there is not enough of a balance to take the entire time, the system will either subtract the absence from another category or subtract the unavailable time from the paycheck.

- **Personal and Vacation Absence Balance Adjustments** – for employees eligible for both personal and vacation absences. If there is an insufficient balance for either a personal or vacation time request, before subtracting pay, the system will look to the other balance and take any available time from that balance first.

For **Sick and NY Safe and Sick Leave Absence Balance Adjustments** – for employees eligible for both Sick *and* NY Safe and Sick absences. NY Safe and Sick absence time is subtracted from the overall Sick balance. Once all NY Safe and Sick hours are used, employees cannot choose this absence type but can use Sick leave thereafter if there is an available balance and per University policy/Collective Bargaining Agreement.

Time Off Requests and Unapproved Absences or Timesheets – for Time Reporter Employees

For Non-Casual, Non-VHO Employees

If a timesheet is not submitted, or you do not approve a submitted timesheet and absence requests, or partially approve a timesheet, the employees will receive their default pay. You will need to retroactively review and approve any time worked and time off requests and if time off was taken for which there was not enough available time, the Overpayment Recovery Process should be used to recover the overpayment. Conversely, if any overtime hours are payable, they will be paid in the next paycheck once you approve the timesheet.

For Casual and VHO Employees

If you do not approve their absence requests or timesheet or partially approve their timesheet, the system will auto-approve the timesheet based on its current contents and they will receive pay for the time reported. If a subtraction of time worked or time off hours was needed and the pay was already processed, the Overpayment Recovery Process should be used to recover the overpayment.

Important! It is important to provide the timely review and approval of timesheets each pay period to avoid retroactively adjusting paid time or paid time off, which could lead to overpayments.

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 TLAM 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 employee's balance when the absence process runs. This prorated amount sometimes results in a percentage amount that cannot be taken as time off. At the end of the fiscal year, any percentages will be *rounded up* to the nearest half hour. For example, a balance of 1.24 hours will round up to 1.5 hours and a balance of 2.67 hours will round up to 3 hours.

For employees transferring into a department using TLAM:

When an employee transfers into a department using TLAM from a department not using TLAM, *the balances as of the start date in the new department must be manually added to the employee's balance*.

To update the employee's balance, the DTA obtains the employee's absence balances from the transferring department and submits an incident to Service Now requesting the employee's existing vacation, personal, NY sick, and sick time balances be added to the employee's TLAM 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.

Managing Absences

As a manager, you are responsible for reviewing and approving absence requests for your direct reports by each pay period deadline for them to be reflected in the employee’s history and balance at the end of the pay period. In addition to approving, you can also submit an absence for a direct report, if needed, or push back an entry for correction.

Access the [TLAM Processing Schedules](#) to locate the submission and approval deadlines and balance view dates for absence requests and timesheets submitted through PAC.

- All **absence** requests whether submitted through the absence module or through the timesheet (for time reporters) must be approved before 5 pm of the pay period deadline day to be included in the absence processing for that pay period.

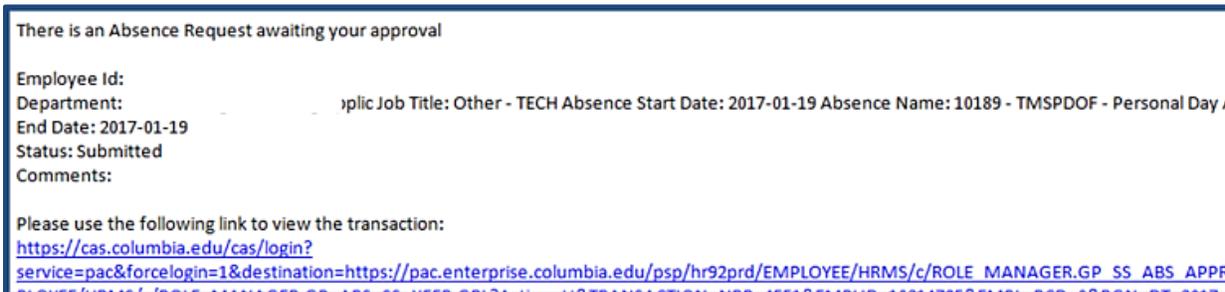
As absences within a timesheet pay period could potentially affect employee pay if there isn’t a sufficient balance of time off for the absence, this step is critical.

How to Approve an Absence

There are several ways to view an employee’s absence. The first is by email notification that provides a convenient url to log in and view the request. The methods that follow are navigations within the TLAM module in PAC. Be sure to review prior to each pay period deadline to ensure absences taken are accurately recorded

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

The TLAM WorkCenter is a manager and DTA dashboard providing a monthly calendar view of absences for direct reports, convenient links to approve and view your employee’s absences and timesheets, and access to delegation and reports. DTAs view TLAM data on a department basis.

1. Navigate to 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

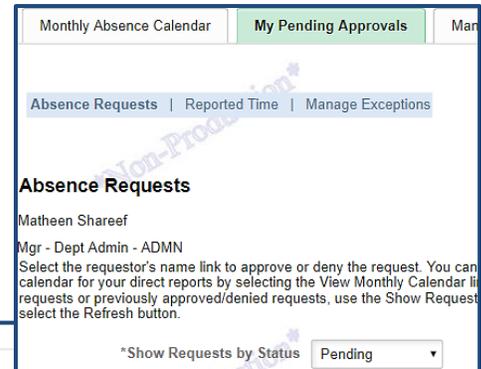


The menu navigation to access the WorkCenter is: **Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter.**

Via 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.

Click the *Absence Requests* sub-tab and a list of pending (submitted) requests from your direct reports appears. Note that you could change the status if you wanted to view approved and pushed back requests.



Absence Requests			
Name	Employee ID	Job Title	Approval Process
Ronald Record		Director - ADMN	Absence Request
Ronald Record		Director - ADMN	Absence Request
Ronald Record		Director - ADMN	Absence Request

Delegate Manager Activities to a Proxy

If you will be out of the office or unable to approve your team’s absences and timesheets, you can delegate to a proxy during your absence.

Access the [Manager Delegation of Timesheet and Absence Activity](#) job aid in the HR Website for steps on how to delegate, and how to review/accept activities delegated to you.

Pending Absences and Delegation

If you are a proxy for another manager, select the radio button for the employee requests to view - your own team transactions or those who were delegated to you. Note that the Monthly Absence Calendar only displays absences and requests from your direct reports.



Charles Channing

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select 'Process my own transaction'.

Choose Delegate

Name	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Process my own transaction			
<input type="radio"/> Bill Locherty	Director-Finance	Corporate Finance	Jean Parsons

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.

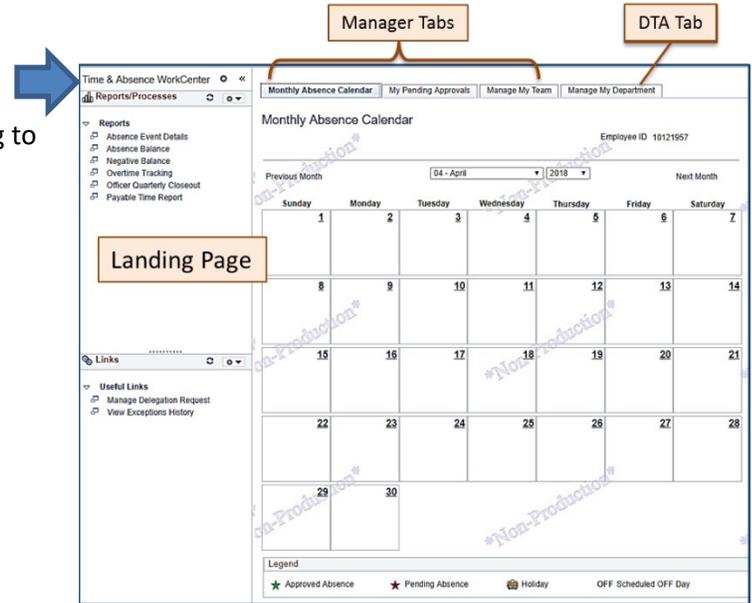
Important! DTAs can view, modify, and submit timesheets. **They cannot approve or reassign timesheets to another manager.** If a DTA submits a timesheet it routes to the manager to approve. If the manager is unavailable, contact the HR Service Center/TLAM Team to reassign it to another manager to approve.

Monthly Absence Calendar

The default view when accessing the WorkCenter is the Monthly Absence Calendar where you can quickly view your direct reports absences. **DTAs will only see their direct reports absence data on this calendar, not the entire department.** 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:

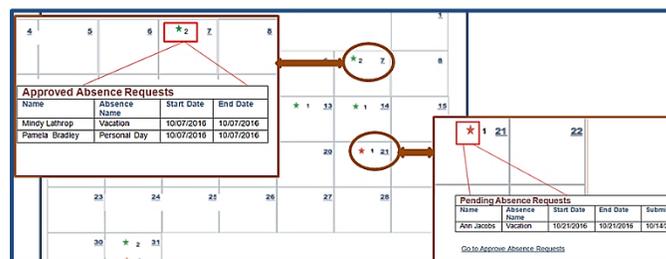
The calendar defaults to the current month but can be changed by selecting a different month/year at the top of the page. **Pending Absences** are noted with a red star. **Holidays** are noted with a suitcase. **Approved Absences** are noted with a green star.

Time & Absence WorkCenter Heading – Click the heading to return to this page.



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.

If you delegated your activities - 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, it is reflected and can be seen on your monthly calendar.



To return to the monthly calendar, click the Return button or the "X" at the top right of the pop-up page.

Approve Absence Requests

Depending on which method used, access the absence. Either through the email or by clicking on the Employee's Name.

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.

Review Absence Balances in a Request

It is important to review the request along with the available balance 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.

When an absence is submitted, the submitter sees additional balance data and shouldn't submit a request for which there is not enough available time.

Push Back or Deny Absence Requests

If the absence request 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.

Note that clicking **"Deny"**, denies the request which is rare. It is preferable to push back the request for the employee to edit.

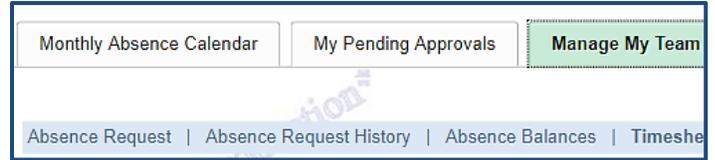
Caution! If an absence request is **denied**, a same type of absence event for the same or overlapping date(s) cannot be entered **until** the Absence Process runs at the end of the pay period. A *different* absence type can be submitted for the same or overlapping dates.

The employee can then update the request and resubmit it for approval. **Note:** You can still approve a *Cancelled* absence. Contact your DTA to request cancelled absences be removed from the employee's history.

Manage your Team's Absences

In the **Manage My Team** tab, you can view your employee's absence balances, history, and submit requests on their behalf.

Select the sub-tab for the action desired and then select the employee from your list of direct reports.



Submit an Absence on Employee's Behalf

To ensure absences are processed by a pay period deadline, you can submit a request on behalf of your employee. Upon submission, absences are automatically approved. Note that timesheets require a submission and an approval. Select the employee from the list, enter the absence details, and submit the request. The transaction is noted as the manager requesting the event as the employee and the employee will see this as a Manager Absence Event on their Absence Request History page.

The screenshot shows the 'Absence Detail' form with the following fields and values:

- *Start Date:** 05/31/2023
- End Date:** 06/02/2023
- Filter by Type:** All
- *Absence Name:** Vacation
- Partial Days:** None
- Duration:** 3.00 Days
- Calculate Duration:** (button)
- Balance Information:**
 - As of 02/15/2023: 20.00 Days *
 - As of this Request: 25.00 Days **
 - As of 06/30/2023: 26.00 Days **
 - *Balance is the most-recent date absences were processed
 - **Includes earned time off and future requests
- Workflow:**
 - Allow Request By:** Employee and Manager
 - Request As:** Employee

View Absence Balances

The ‘**As Of Date**’ field on the top of this page 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.

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

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date  Refresh Employees

Balances are as of the last processing date and **do 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.

Balances update after the processing date for each pay period by subtracting time taken and adding in any time earned.

The “**Entitlement Name**” column displays the absence type. If the employee does not have any available time for an absence type, it will not appear on the page.

The “**Balance as of**” column is the date of the last time the absence process ran.

Absence Entitlement Balances				
				1-4 of 4 ▾
Current Balances ▶				
Entitlement Name	Balance as of 11/30/2018	From	To	Accrual Period
Vacation	17.03 Days	07/01/2018	06/30/2019	Year to Date
Sick	19.85 Hours	07/01/2018	06/30/2019	Year to Date
Sick - NY Sick Leave	16.00 Hours	07/01/2018	06/30/2019	Year to Date
Personal Day	1.00 Days	07/01/2018	06/30/2019	Year to Date

Viewing Absence History

The page defaults From and To dates for a 7-month period and you can adjust the dates as needed. History is only available as of the date the employee entered TLAM. You can view the absences and their statuses. Click the absence name to view the details.

Instructions
Specify the date range of interest. To retrieve history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: Through:

Absence Request History

Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit
Sick - NYC Sick Leave	Submitted	02/10/2023	02/10/2023	7 Hours	Employee Absence Request		<input type="button" value="Edit"/>

[Return to Direct Reports](#)

The Process Date column populates with the date when the absence process ran, and the approved request was accounted for. If the process date is blank and the Edit button is active, the absence can be cancelled from here.

Cancelling Absence Requests – Absence Request History Page

To cancel a pending or approved (but not yet system processed) absence submitted by one of your direct reports. Only unprocessed absences that can be cancelled appear.

1. Select the absence from the *Absence Request History* Page for the employee
2. Click the **EDIT** button to the right of the absence item.
3. Click **“Cancel”** 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”**.

Absence Request History

Absence Name	Status	Start Date	End Date	Duration	Requested By	Process Date	Edit
Sick - NYC Sick Leave	Submitted	02/10/2023	02/10/2023	7 Hours	Employee Absence Request		<input type="button" value="Edit"/>

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.

Cancelling Absence Requests – from the Team Time Menu Tile on Manager Self Service Homepage

The

1. Select the **Team Time** tile from the MSS homepage.
2. Select Cancel Absences and then 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”.

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 and any balance adjustment will be viewable *after* the next absence process runs. If the absence was modified, the adjusted entry information will overwrite the original request and be viewable in history. The status is Approved by Administrator.

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

Absence Request History Page View – Voided Absence

Vacation	Voided	11/19/2018	11/19/2018	0.18 Days	Administrator Absence Event	11/26/2018
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Viewing Absence Request History – from My Team or Team Time Tiles

You can view your team’s time activities using the **My Team** or **Team Time** tiles from the Manager Self Service home page. Each has a slightly different navigation to the pages. Select the employee from the list and navigate to the page either using the drop-down arrows next to the employee’s name (My Team) or the left menu (Team Time) See below for examples. Select the absence request to see the details.



View Requests 1 row

<input type="checkbox"/>	Sick - NYC Sick Leave Submitted	02/10/2023 7 Hours	>
--------------------------	------------------------------------	-----------------------	---

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. You can also access the time and absence pages from this menu

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).



Absence Requests

Absence Detail Comments

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name
<input type="checkbox"/>		Gregory Faust	Admin Employee - ADMN	01/16/2019	01/16/2019	Sick - NYC Sick Leave

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 a timesheet for a direct report or push a timesheet entry back for correction. 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.

Access the [TLAM Processing Schedules](#) to locate the submission and approval deadlines for absence requests and timesheets submitted through PAC.

- **Timesheets** must be approved before 5 pm of the pay period deadline day (usually Fridays, except when there are holidays affecting the schedule).
- Timesheets can also still be approved for a period of time before the process runs to capture and final employee changes or additional time worked, e.g., weekend work. Reference the schedules for each pay period’s dates

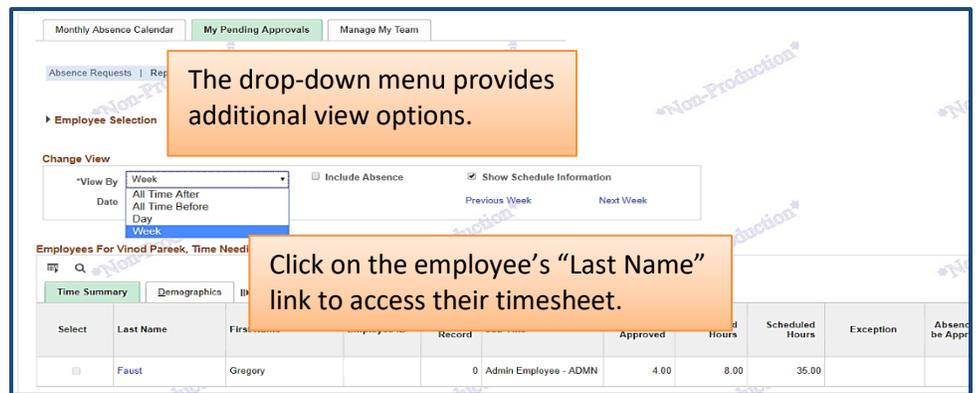
Access Employee’s Submitted (Reported Time) Timesheets

Submitted timesheets to review are in the **My Pending Approvals > Reported Time** tab. Click the employee’s last name to review the timesheet.

My Pending Approvals > Reported Time Tab

If any of your employees submitted time, a line item appears in the Time Summary section on the page.

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.



Change View Section

The “All Time Before” or “All Time After” options will display all hours to approve, and you will access the earliest timesheet with entries.

- 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.
- The “Show Schedule Information” checkbox inserts the Scheduled Hours column in the Time Summary section and displays the employee’s scheduled hours

Analyzing the Timesheet

Click the **Last Name** link to access the timesheet for that employee. Accessing a timesheet from the Reported Time Tab, defaults on 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.

Time Summary		Demographics	»
Select	Last Name	First Name	
<input type="checkbox"/>	Faust	Gregory	

Select Another Timesheet		Week	Previous Week	Next Week
*View By	Week			
*Date	Calendar Period			
Scheduled Hours	Day			
	Week	ours	35.00	

From 01/21/2019 to 01/27/2019													
Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	
<input type="checkbox"/>		Mon	1/21	Needs Approval						02 CUHO - Columbia Holiday	7.00	7.00	
<input type="checkbox"/>		Tue	1/22	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	
<input type="checkbox"/>		Wed	1/23	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	
<input type="checkbox"/>		Thu	1/24	Needs Approval	11:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	5.00	01 REG - Regular Hours		7.00	
<input type="checkbox"/>				Needs Approval						NYS21 - NY Sick Leave - Union-2110	2.00	0.00	
<input type="checkbox"/>		Fri	1/25	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	
<input type="checkbox"/>		Sat	1/26	New								0.00	
<input type="checkbox"/>		Sun	1/27	New								0.00	

Submit Clear

Approval

Select All Deselect All Approve Deny Push Back

Select Column – 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. Or you can use the 'Select All' button on the bottom to select all time entry rows.

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 weekday and date.

Reported Status Columns – status for the item. Click the link for more details.

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 employees’ scheduled work hours for the day, as applicable.

+ 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 – Quick view of any differences between the reported time and the employee’s scheduled hours (for Non-casual and non-VHO employees only).

Week View

Summary		Absence						
Reported Time Summary								
Category	Total	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	
Regular	26.00		7.00	7.00	5.00	7.00		
Absence	2.00				2.00			
Total Reported Hours	35.00	7.00	7.00	7.00	7.00	7.00		
Total Scheduled Hours	35.00	7.00	7.00	7.00	7.00	7.00		
Schedule Deviation								
Time with no Category	7.00	7.00						

Pay Period View

Summary		Absence		
Reported Time Summary				
Category	Total	Week 1 (1/21-1/27)	Week 2 (1/28-2/3)	
Regular	26.00	26.00		
Absence	16.00	2.00	14.00	
Total Reported Hours	49.00	35.00	14.00	
Total Scheduled Hours	70.00	35.00	35.00	
Schedule Deviation	-21.00		-21.00	
Time with no Category	7.00	7.00		

Approve Time Entries

1. Review the **Total Reported Time** entered for each day of the pay period. 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.
2. Confirm the **Time Reporting Code** selected for the time entry. See upcoming section for more information.

Scheduled Hours and Reported Time

This determines the earnings amount calculated for paychecks and differs for non-casual time reporters and casual employee/VHO time reporters. It also determines when absences can be taken (on scheduled workdays).

- 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. If you do not approve their absence requests or timesheet or partially approve their timesheet, the system will auto-approve the timesheet based on its current contents and they will receive pay for time reported. If a subtraction of time worked or time off hours was needed and the pay was already processed, the Overpayment Recovery Process should be used to recover the overpayment.

Important! It is important to provide the timely review and approval of timesheets each pay period to avoid retroactively adjusting paid time or paid time off, which could lead to overpayments.

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.

Total Reported Hours	49.00	35.00	14.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation	-21.00		-21.00

Editing Timesheets – Manager Entries and Correction

You can update a timesheet directly instead of pushing it back to the employee to make the correction. Examples are to include absences/work hours/AWOP hour by the pay period deadline. Edits can be made for the current and prior two (2) pay periods even if they have already been submitted or approved. Employees receive an email notification each time *anyone* modifies their timesheets. You can:

- Enter the ‘In’ and ‘Out’ or ‘Quantity’ of hours to enter or edit hours to make the timesheet whole.
- 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, you must both submit **and** approve it – two steps.
- 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 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.

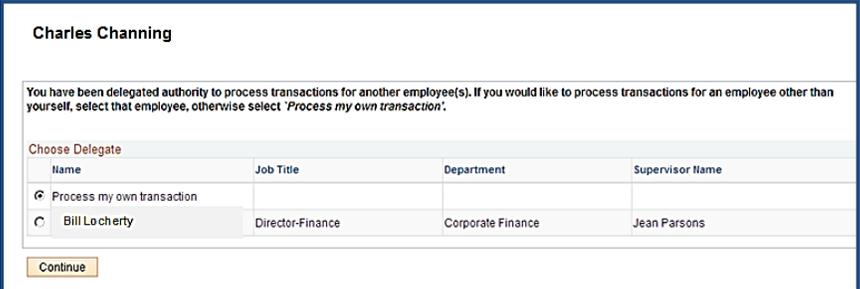
Timesheets and Absences without Pay

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.

Pending Timesheets and Delegation

If you are a proxy for another manager, select the radio button for the employee timesheet to view - your own team or those who were delegated to you.



Charles Channing

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select "Process my own transaction".

Choose Delegate			
Name	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Process my own transaction			
<input type="radio"/> Bill Locherty	Director-Finance	Corporate Finance	Jean Parsons

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.

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 the manager is unavailable, contact the HR Service Center/TLAM Team to reassign it to another manager to approve.

Time Reporting Codes (TRCs) and their Definitions

A Time Reporting Code (TRC) is a description of time entered on the timesheet and must be selected for each entry. Codes differ per employee types as applicable. Absences do not require a TRC selection.

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 are the available TRCs and how they are entered. For more information, please speak with your Department Time Administrator (DTA) or Human Resources representative.

TRC	Description	Use	Support Staff	Casual / VHO	Timesheet Entry Section
REG	Regular Work Hours	For regular hours worked	X	X	In/Out
AWOP	Absent Without Pay	Employee has an unexcused or excused absence without pay	X		Quantity
CUHO	Columbia University Holiday	Indicates the day is a University-designated holiday, and the employee did not work	X		Quantity
HOLD	Holiday Worked + Deferred Day	Employee elects comp time for having worked the holiday	X		In/Out
HOLW	Holiday Worked + Regular Day’s Pay	If employee worked on a designated holiday and elects to receive additional day's pay	X		In/Out
ILPU	In Lieu of Pay Used	Indicates use of the comp time earned for having worked the holiday	X		In/Out
COMPR	Comp Time Requested	2110 employee requests that for any hours worked over 35 hours and up to 40 for that week be allocated as comp time and not paid out as overtime	X		Quantity
COMPU	Comp Time Used	2110 employee indicates use of comp time	X		Quantity
Other	Other	Used to capture events such as office closings	X		In/Out

3. Review any **Comments** the employee entered by clicking on the shaded comments bubbles.

Review/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 **“Add Comment”**.

When a comment exists, the Comments Bubble is shaded.

Approve Time

4. 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’.

Select	Add Comments	Day	Date	Reported Status
<input checked="" type="checkbox"/>		Mon	1/21	Needs Approval
<input checked="" type="checkbox"/>		Tue	1/22	Needs Approval

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page.

Warning – 2019-01-21 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Date. Press cancel to return to Timesheet page to save or change your Report.

Timesheet Approve Confirmation

Selected transactions were successfully approved.

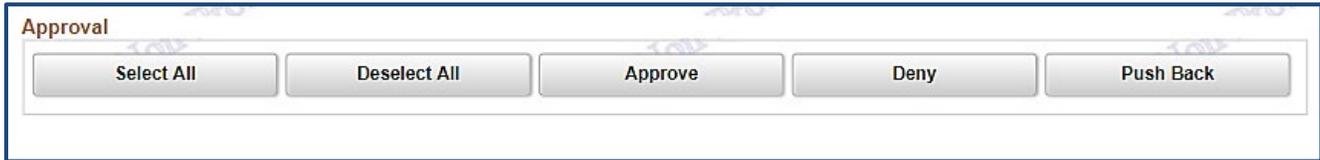
Important! This action approves *time entries only*. To approve any absences entered on the timesheet, see the *Approving Absence Events on the Timesheet* section.

Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code
<input type="checkbox"/>		Mon	1/21	Approved						02 CUHO - Columbia Holiday
<input type="checkbox"/>		Tue	1/22	Approved	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours
<input type="checkbox"/>		Wed	1/23	Approved	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours
<input type="checkbox"/>		Thu	1/24	Needs Approval	11:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	5.00	01 REG - Regular Hours
<input type="checkbox"/>				Needs Approval						NYS21 - NYC Sick Leave - Union-2110
<input type="checkbox"/>		Fri	1/25	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours

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 for employees and managers.

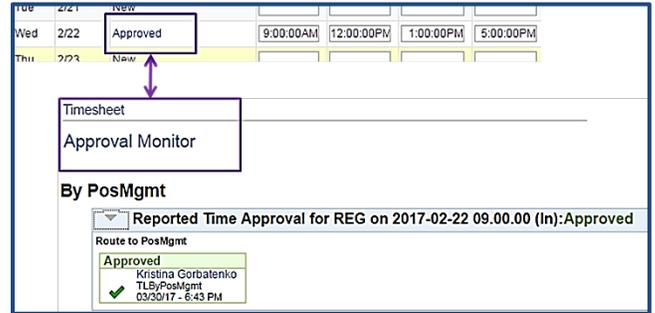
For steps on how employees update a Pushed Back item, see the *PAC Timesheet Entry Training Guide*.

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.

View Workflow Status

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.



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)".

- 01 REG - Regular Hours
- 02 CUHO - Columbia Holiday
- 03 HOLW - Holiday Worked (Day's Pay)
- 04 HOLD - Holiday Worked (Comp Day)
- 05 ILPU - In Lieu of Pay Used
- 06 AWOP - Absent Without Pay
- 07 UNDT - Union Duty
- 08 UNDP - Union Duty (Paid by Union)

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.

Total Reported Hours	73.00
Total Scheduled Hours	70.00
Schedule Deviation	3.00
Time with no Category	

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				Find View All	First	1 of 10	Last
Effective Date:	07/01/2017	Effective Sequence:	0	Department:	1606602		
Allocation				Find	First	1 of 1	Last
Combination Code:	1000001288	54600-UR004672-00000-00000000-01	Earnings Code:	REG			
% Distribution:	100.000		Funding End Date:	06/30/2018			

Access All Direct Reports Timesheets

A listing of *all* direct reports' timesheets is 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).

Employees For Vinod Pareek, Totals From 01/21/2019 - 01/27/2019										
Time Summary		Demographics								
Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted
Brown	Lindy		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00
Faust	Gregory		0	Admin Employee - ADMN	33.00	12.00	35.00			21.00
Fifer	Michael		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00
Hairston	Lucretia		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00
Hipsher	Jeffrey		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00
Jones	Calvin		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00
Smith	Dennis		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00
Tunno	Rose		0	Admin Employee - ADMN	0.00	0.00	35.00			0.00

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.

Absences on a Timesheet

Time Reporters can enter absences using the absence module and you can approve them the same way you approve officer absence requests. Approved absences then populate into the appropriate timesheet.

You can also 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	11:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	5.00	01 REG - Regular Hours	
		Needs Approval						NYS21 - NY' Sick Leave - Union-2110	2.00

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

Wed	1/30	Approved						VAC21 - Vacation - Union-2110	7.00
Thu	1/31	Approved						VAC21 - Vacation - Union-2110	7.00

If the absence was entered via the timesheet, approve it as follows.

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**.

The screenshot shows the 'Absence' tab in a software interface. At the top, there are 'Summary' and 'Absence' tabs. Below is the 'Absence Events' section with a table:

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Appr
<input type="checkbox"/>	01/24/2019	01/24/2019	Sick - NYC Sick Leave	2.00	Hours	Details	Needs Approval	Appr
<input type="checkbox"/>	01/30/2019	01/31/2019	Vacation	2.00	Days	Details	Approved	Appr

Below the table is an 'Add Absence Event' button. Underneath is the 'Approval' section with buttons: 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'. The 'Approve' button is highlighted with a red box. At the bottom is the 'Absence Entitlement Balances' section with a table:

Entitlement Name	Balance as of 11/30/2018**	From	To	Accrual Period
Vacation	17.03 Days	07/01/2018	06/30/2019	Year to Date
Sick	19.85 Hours	07/01/2018	06/30/2019	Year to Date
Sick - NYC Sick Leave	16.00 Hours	07/01/2018	06/30/2019	Year to Date
Personal Day	1.00 Days	07/01/2018	06/30/2019	Year to Date

Remember, if more time off is requested than is available, you can correct it or push it back to the employee to fix.

Reference the Approved Absence and Unavailable Time section for more information.

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.

Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
2.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	<input type="button" value="Edit"/>

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**.

Absence Take						
Select	*Start Date	End Date	Absence Name	Duration	Unit Type	
<input checked="" type="checkbox"/>	01/24/2019	01/24/2019	Sick - NY Sick Leave	3.00	Hours	
<input type="checkbox"/>	01/30/2019	01/31/2019	Vacation	2.00	Days	

Approval

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**.

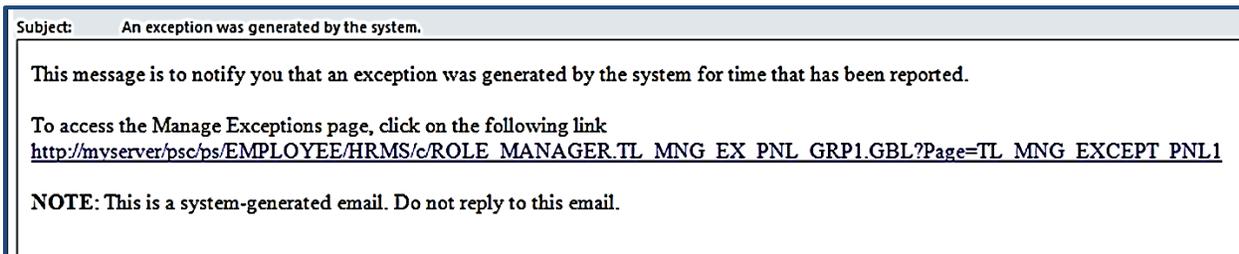
Cancel	Edit
<input type="checkbox"/>	<input type="button" value="Edit"/>

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.

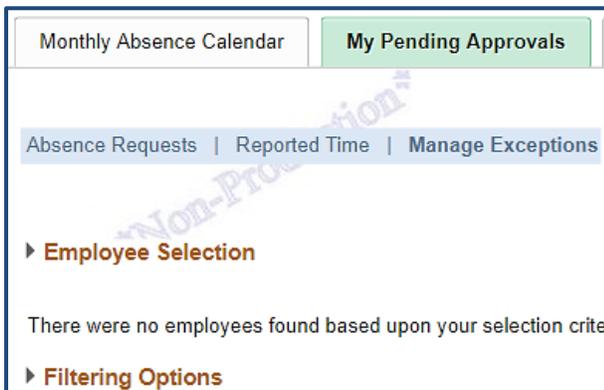
If, after this process completes, it is determined that there is a variation from the established rules for an employee type or an aspect of the entry is incorrect, an exception will generate to notify you that there is something that needs to be reviewed and addressed.

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.



Exceptions Severity Level

Exceptions are assigned a High/Medium/Low severity level. In each case, navigate to the pay period indicated and review the entry and make any necessary edits.

- High exceptions must be corrected 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

Event that Triggers Exception	Severity	Action Required	Expected Outcome
CUTLH001 Invalid Holiday TRC on Non-Holiday	High	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.	Timesheet will close. Employee will receive default pay without any OT, if applicable.
CUTLT001 Reported Hours Less Than Scheduled Hours for Pay Period	High	This exception could have been triggered by one or more of the following scenarios: <ol style="list-style-type: none"> 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) 	Timesheet will close. Employee will receive default pay without any OT, if applicable.
CUTLT002 Employee has not earned enough hours to use TRC - ILU	High	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.	
TLX00440 TRC is not in TRC Program	High	The 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.	
TLX00030 Inactive employee submits timesheet	High	Manager needs to check employee’s status; follows-up with DTA if needed.	Payable time will not be generated for the employee.

TLX01540 Reported time submitted on timesheet in excess of 24 hours for one day	High	Manager corrects time on the employee's timesheet; follows-up with manager as needed.	
TLX10074 A schedule might not exist for the time reporter	High	Manager needs to check employee's status; follows-up with manager as needed.	

Low and Medium Exception Examples

Event that Triggers Exception	Severity	Action Required	Expected Outcome
CUTLT003 Employee has not used Deferred Holiday Hours	Low	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.	Holiday will be paid out
Reported time submitted on the timesheet in excess of 12 hours per day	Low	Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.	
TLX01700 Time has been reported on the same day as a Full Day absence event	Low	Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.	Time will be paid out based on the timesheet
TLX01710 Partial absence event and Reported Partial Punch Time reported on the same day	Low	Manager needs to verify the actual time worked (follows-up with manager as needed). Manager either allows this exception or corrects it.	Time will be paid out based on the timesheet
TLX10081 Reported hours for a Casual has exceeded more than 6 hours in one day	Low	Manager to follow-up with employees accordingly. Manager either allows this exception or corrects it.	
CUTLA001 An Absence during this period produced Unpaid Time	Low	At this point, the Absence Calc has already been 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. For Time Reporters, and if applicable, an AWOP (Absence without Pay) subtraction was applied to the pay.	Unpaid absence will result in auto AWOP for Time Reporters.

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 high exceptions are not resolved by the end of the current pay period, the non-Casual and non-VHO time reporter employees will receive their default pay. Casual and VHO employees will receive pay based upon the submitted hours. However, if the exception is low, the timesheet will be processed normally. Please review the exceptions table that details expected outcomes.

Please note that at any point when the employee receives their default pay due to uncleared high exceptions, Overtime will not be paid out in that pay 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.

An Absence during this period produced Unpaid Time	Explanation
An Absence during this period produced Unpaid Time	Explanation
Reported Hours Less Than Schedule Hours for Pay Period	E

Exception ID
CUTLT001

Description
Reported Hrs < Scheduled Hrs
Reported Hours Less Than Schedule Hours for Pay Period.
This could be because the absences have been approved after Absence have been processed.

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 will 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 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 be 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.

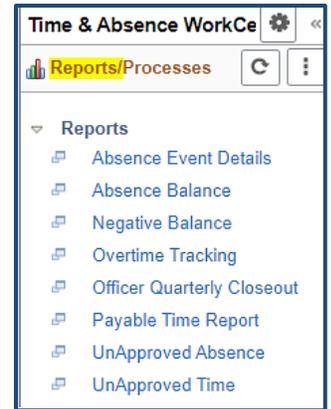
- Navigate to the timesheet and review the entries totaling an excess of 24 hours in the day.
- Correct and submit the revised timesheet. Follow up with the employee if needed (or DTA may follow up with the manager) and then approve the timesheet.

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

TLAM reports assist with the reviewing and reporting needs of managers and DTAs. Managers view information for their direct reports and DTAs view information for all employees in their department(s), based upon your current PAC department security. They are accessible through the WorkCenter on the upper left side.

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



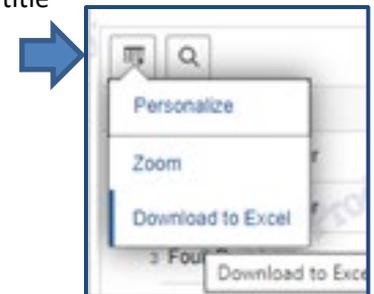
Report Generation and Entry Parameters

Follow these steps to run any TLAM report. A description of the reports follows.

1. Click the *Report Name* link from the WorkCenter or menu navigation.
2. In the *Report Parameters* section, enter any required fields. A report may require additional selections prior to running depending on the size of the data. If so, there will be an **asterisk** next to the fields. If there are no required parameters, you can just click **Generate Report**. If you desire to narrow down the data, enter any of the *Optional Parameter Entries* for example, to view results for a specific employee or department, enter the **UNI** or **Dept ID (department)** respectively.
3. Click the **Generate Report** button to run the report. A report may also have a **PDF Report** button to generate in PDF format.

See examples below.

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".



Available Reports

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. It is helpful to view absence history as well as any unapproved absences (in submitted status) that must be approved before a deadline. You can select the radio button to view all absences or sick days only.

Report Results

- Name, Employee ID, Employee Record, UNI,
- Department ID and 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 balances for all absence types as of the last processing date. This is helpful to see a team/department summary view as the absence balance page provides an individual employee view only. You can also use this to assess the carryover for the next fiscal year and determine the transferring employee's balance.

Report Results

- 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

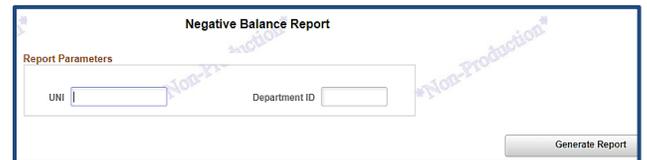
The **Negative Balance Report** displays employees who have a negative absence balance or a projected negative balance. It determines if an employee's current absence balance minus *approved* absences result in a negative amount. The report does not show submitted *but not yet approved* absences.

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.

- 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 in this report.
- For other employee types, negative balances are not stored in the system. Once a negative absence gets processed by Absence Calc as Unpaid, it no longer appears in the report.

Report Results

- Name, Employee ID, Employee Record and UNI, Department ID and Name, Absence, Balance, Unit Type (Days or Hours) and Balance As Of Date (when the last absence process was finalized)
- The projected negative balances per absence types displays 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, NY Safe and Sick, and Sick absence types.
 - For Casual and VHO Timesheet Reporters, projected negative balances will appear for NY Safe and Sick absences.



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.

Important! If a timesheet 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.

How to See Negative Absences After Absence Finalizes?

Generate the **Payable Time Report** after *payroll processes* to view *Time Reporter Absences that were processed as Unpaid*.

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 Results

- Name, Employee ID, Employee Record, UNI, Department ID and 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 per 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. It shows how the system calculated the amount of payable time for an employee and the Time Reporting code for the 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 Results

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



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. DTAs generate this report to determine the status of employee submissions and manager approvals for the quarterly closeout. For departments using the Officer Quarterly Closeout process only.

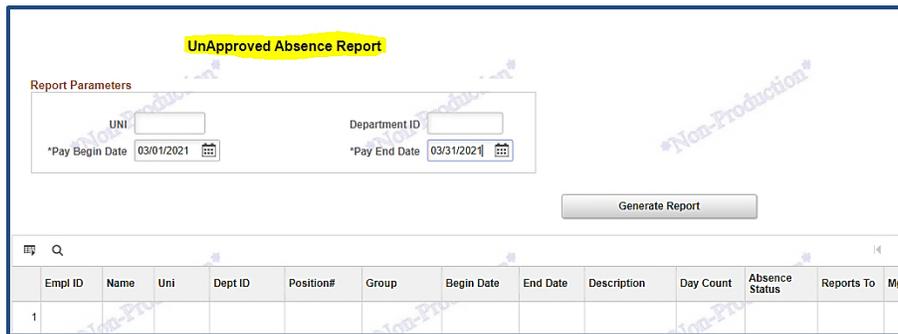


UnApproved Absence Report

The *UnApproved Absence Report* displays all absences that are pending manager approval. Results display the managers direct reports (when run by the manager) or department employees (when run by DTA). It is useful to see which absences are pending approval and must be approved by the pay period deadline.

Report Results

- Employee ID, Name, UNI, Department ID, Position # and Group,
- Begin Date, End Date, Description, Day Count,
- Absence Status, Reports To, Mgr ID, Mgr Name and Mgr UNI.



UnApproved Time Report

The *UnApproved Time Report* displays all time entries pending manager approval. Results display the manager’s direct reports (when run by the manager) or by department (when run by DTA). This report lets you know which time entries must be approved by the pay period deadline.

Report Results

- Employee ID, Name, UNI, Department ID, Position, Pay Group,
- Rpt Date, Quantity, Reported Status,
- Reports To, Mgr ID, Mgr Name and Mgr UNI.

