

## PAC Absence Entry – Job Aid

### Step 1: Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the **Submit Absence Requests** link in the PAC Time and Absence section on the page.

### Step 2: Enter Absence Details

- Select the type of absence from the **Absence Name** drop down menu.
- Enter the **Start and End Dates** for the Absence. If absence is for one-day, enter the same date in both the Start and End Date fields. **Ensure** that you have enough balance time available for the absence.
- If the request includes a partial day, select **Partial Days** and then select which day or days are partial from the dropdown menu and then enter the number of partial hours or half-day indicator as applicable per the absence type and employee type.
- Note the **balance information** that displays for the type of absence requested and ensure you have enough time for the absence before submitting it to your manager.

A comment (optional) can be added to the request in the Comments text box.

Absence Type: All ▼

**\*Absence Name**: Vacation ▼

\*Start Date: 01/10/2019 📅

End Date: 01/10/2019 📅

Duration: 1.00 Days

---

Partial Days: None

---

Comments:

---

**Balance Information**

As of 11/30/2018	21.00 Days *
As of this Request	24.00 Days **
As of 06/30/2019	33.00 Days **

\*Balance is the most-recent date absences were processed

\*\*Includes earned time off

[View Balances](#)

[View Requests](#)

Submit

Save for Later

### Step 3: Submit the Absence Request

Click **Submit** to request the absence and send to your manager for approval or click **Save for Later** to submit it at a later date. Saved absences are submitted from the *View Requests* page.