

PAC Absence Entry – Training Guide

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PAC Absence Entry

Absence Only Reporters and Timesheet Reporters enter their vacation, sick, personal and other types of absences in through Employee Self Service in PAC. Absence only reporters enter absence requests through the Absence Management pages. Timesheet Reporters enter absence requests either through the Absence Management pages or through their timesheet. Refer to the PAC Timesheet Entry Training Guide for more information. This training guide provides detailed information on how to submit absences through the Absence Management pages.

Overview

Absences can be entered for future time off or retroactively (within certain guidelines, as needed). They can consist of single day, partial day or multiple day entries. They can also be saved to be submitted at a later date. The *Cancel Absences* is where a submitted or approved (but not processed) absence can be cancelled. The *View Requests* page provides a history of absences and statuses. The *Absence Balances* page displays available absence balances processed as of the last absence calculation date and the *Absence Forecasting Tool* is an interactive tool that assists with future time off planning.

Managers and Department Time Administrators (DTAs) can also enter and modify your absences if needed. You will receive an email notification when anyone approves or modifies your absences.

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Request Absences

Absence Types

The following absence types can be requested.

Vacation	Used for vacation
Personal	Used for personal time off
Sick	Used for illness
NY Safe and Sick	Employees may use safe time if they are victims of a family offense matter, sexual offense, stalking, or human trafficking or if a family member has been a victim of such crimes. Sick time can be used for illness or preventative care of one's self or one's family members
Jury Duty	Used when you must report for jury duty
Bereavement	Used for the death of an eligible family member
Marriage	Used in the event of marriage. <i>Union 1199 employees only</i>
Birth/Adoption	Used in the event of a birth/adoption of a child. <i>Union 1199 employees only</i>

Important! For information regarding your eligibility, entitlement, rate of accrual and usage for these types of absences, Officers and Non-Union Support Staff can refer to their benefit information and Union Support Staff can refer to their specific union contract.

Log in to PAC Time and Absence

1. Open your browser and navigate to **my.columbia.edu**.
2. Click **Log In Now**.
3. Enter your **UNI and Password**.
4. Click **Login**. You are on the Faculty and Staff page.
5. Click the **Submit Absence Requests** link in the *PAC Time and Absence* section.

Note: If you are already in PAC, the menu navigation is: **Self-Service > Time Reporting > Report Time > Time > Request Absence**

Viewing Absence Balances

To see your absence balances for Vacation, Personal, Sick and NY Sick, navigate to **Self-Service > Time Reporting > View Time > Time** and then select **Absence Balances** from the left-hand menu

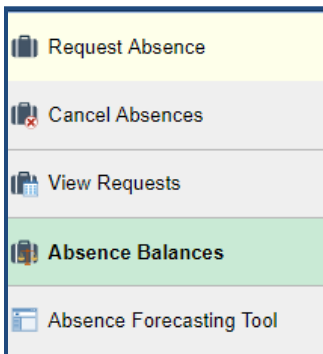
Time earned is calculated based on your employee type and is credited at the end of the pay period in which it is earned. It is then available to be used in the following period.

Absences entered since the last processing date are not included on this page (as they have not yet been processed).

You are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Your balances update after the processing date for each pay period by subtracting time taken and adding in any time earned.

Personal time taken will be subtracted before time earned is added.

- Balances appear for an absence type where there is an available balance. If no time is available, the item will not be displayed.
- The date displayed is the last date the absence process ran and is the 'as of' date for the balance.
- The amounts shown to the right of each item displays the available time at the 'as of' date.



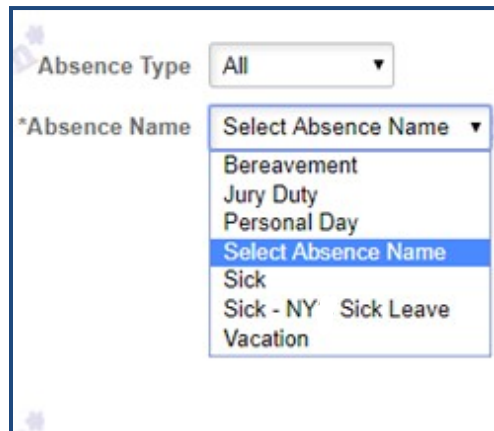
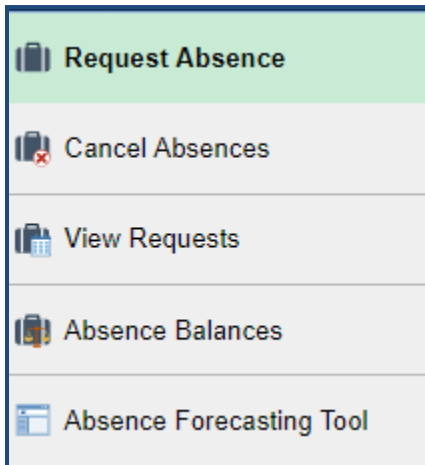
Absence Balances	
Sick - NY Sick Leave As Of 11/30/2018	40.00 Hours
Vacation As Of 11/30/2018	21.00 Days
Personal Day As Of 11/30/2018	3.00 Days

**Note The current balance does not reflect absences that have not been processed.

Request an Absence

Select the Request Absence Tab

Select the Request Absence tab from left hand menu and then select the **Absence Name** from the drop-down menu. Once a selection is made, additional entry fields appear as well as the current balance (as of the last pay period) for absence types that have balances. Note any balance information that displays and ensure you have enough time for the absence. Absence requests should not exceed your available balance. Please discuss any extenuating circumstances with your manager prior to submission.



Enter the Start and End Dates for the Absence.

Enter the dates into the fields in 'mm/dd/yy' format or use the Calendar button to select a date. If the absence is for one-day, enter the same date in both the Start and End Date fields.

Request Absence

Absence Type: All

*Absence Name: Vacation

*Start Date: 05/30/2019

End Date: 05/30/2019

Duration: 1.00 Days

Partial Days: None

Partial Day Absence

Vacation, Personal, Sick, and NY Safe and Sick absences can be taken in partial increments. Other types are taken as full days only.

1. To indicate that any of the time in your request consists of a partial absence, select Partial Days on the request page and then select an option from the **Partial Days** dropdown menu to indicate which of the days are partial.

Partial Days None

Cancel Partial Days Done

Partial Days None
All Days
Start Day Only

2. The half-day indicator appears or enter the number of partial hours as applicable per the absence type and/or employee type.

Partial Day Absence Example in *Half-Day* (for Absence Only Reporters Vacation and Personal absences)

Partial half-day example = if partial time can only be taken in half days, it defaults and cannot be changed.

Cancel Partial Days Done

Partial Days Start Day Only

Start Date 05/30/2019

Start Day is Half Day Yes

Partial Day Absence Example in *Hours* (for Timesheet Reporters Vacation, Personal, Sick and NY Sick absences and for Absence Only Reporters Sick and NY Sick absences)

Partial hours entry example = if partial time is taken in hourly increments, enter the number of hours into the Duration box.

Cancel Partial Days Done

Partial Days Start Day Only

Start Date 05/30/2019

Duration 3 Hours

3. Press **Done**.

Partial Day Absence Hours vs. Half-Day per Absence Type

Vacation, Personal, Sick, and NY Safe and Sick absences can be taken in partial increments. Other types are taken as full days only.

Absence Only Reporters:

Partial days for *Vacation or Personal* are taken as a half day. *Sick or NY Safe and Sick Leave* are taken in hours.

- For *vacation or personal* partial day requests, a 'half-day' indicator box appears as these types are taken in half-days.
- Partial absence requests for *NY Safe and Sick* time are entered in hours and the duration and balance displays in hours.
- Partial absence requests for *Sick* time are entered in hours and the duration displays in hours. Absence Only Reporters will not see a balance.

Time Reporters:

- Partial days for *Vacation, Personal, Sick or NY Safe and Sick Leave* are taken in hours.
- For *vacation or personal* partial day requests, the partial number of hours requested must be entered. The duration and balance converts to and displays in days.
- Partial absence requests for *Sick/NY Safe and Sick* time are entered in hours and the duration and balance display in hours.

More on Partial Day Absence Options

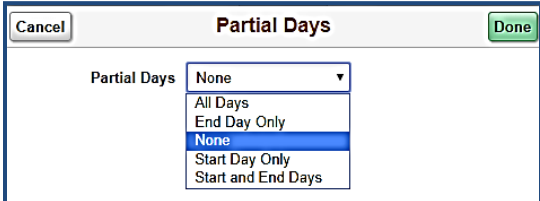
If the absence occurs over a multiple day period and consists of partial and whole days, you can submit each day individually or use one of the additional provided options if you prefer.

All Days = all days in the request are partial days

End Day Only = only the last day of the request is a partial day. All other days are whole days.

Start Day Only = only the first day of the request is a partial day. All other days are whole days.

Start and End Days = only the first and last days of the request are partial days. The in between days are whole days.



The screenshot shows a dialog box titled "Partial Days" with "Cancel" and "Done" buttons. A dropdown menu is open, showing the following options: "None", "All Days", "End Day Only", "None" (highlighted), "Start Day Only", and "Start and End Days".

Review the Absence Balance Displayed

Ensure that you have sufficient absence time available for the type of absence requested before submitting the request. The Balance Information appears beneath the details. Negative vacation or personal time balances appear in **red** alerting you that you do not have sufficient time available to use.

Balance Information	
Current Balance	0.00 *
As of this Request	-1.00 **
As of 06/30/2019	0.00 **
*Balance is the most-recent date absences were processed	
**Includes earned time off	

Absences that Carry Balances and How they are Displayed

- Vacation – viewed in days
- Personal – viewed in days
 - For Time Reporters, vacation and personal time entered in hours converts to balances in days
- Sick and NY Safe and Sick – viewed in hours
- All other absence types do not have balances

Absence Balance Timeframes Displayed

- **Current Balance:** this is the balance for *Vacation/Personal/Sick/NY Safe and Sick time* as of the last date the absence process finalized
- **As of this Request:** the projected balance through the current request - *vacation/personal only*
- **As of 06/30/ [YEAR]:** the projected balance at the end of the current fiscal year - *vacation/personal only*

Important! Review the *Absence Processing Schedule* or *Bi-Weekly PAC Timesheet Schedule* to see when balances are updated time is earned.

Enter a Comment (Optional)

You may enter a brief explanation of the absence in the Comments (Optional).

Comments	<input type="text" value="Enter a comment here"/>
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Submit the Absence Request

Click **Submit** and then **'Yes'** to confirm the submission and send it to your manager for approval. Both you and your manager will receive an email stating the absence was submitted. You will also receive an email when the absence is approved, denied or pushed back.

Absence Requests and Unavailable Time

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

- For **Absence Only Reporters**, if more time than available is requested, your manager will push the absence request back to you for correction (to align the request to available time).
- For **Time Reporters**, if an absence is requested for more time off than is available, your manager will push this back for correction (to align the request to available time). If the request is approved and there is not enough available absence balance for the type of absence requested, the system will subtract the unavailable time from the paycheck.
- **Personal and Vacation Absence Balance Adjustments** – for time reporter 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.
- **Sick and NY Safe and Sick Absence Balance Adjustments** – for time reporter 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 as long as 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 an absence request is not approved, you will receive your default pay. Your manager 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 approved.

For Casual and VHO Employees

If an absence request is not approved, the system will auto-approve the timesheet based on its current contents and you will receive pay for the amount of 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 ensure that you do not request more time off than what you have available in the absence balance to avoid retroactively adjusting paid time or paid time off, which could lead to overpayments.

Request History and Approval Chain

The Request History and Approval Chain display on the bottom of the request page. Absences are in a status of “Submitted” until approved. You can see the manager’s name whose approval is pending for the request by clicking on **Approval Chain**.

Request History
Approval Chain

Save the Absence Request to Submit Later

If you are unsure whether you are taking the time off, click **Save for Later** instead of submitting the request. Saved entries are stored on the **View Requests** page where they can be edited or submitted.

<input type="button" value="Submit"/>	<input type="button" value="Save for Later"/>
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Retroactive Absence Entries

Absences can be entered retroactively through the *Request Absence* page within the following guidelines.

Departments *not* using the Officer Quarterly Closeout Process (Absence Only Reporters)

Absences can be entered retroactively for a period up to 180 days from the last pay period absence processing date.

Departments using the Officer Quarterly Closeout Process (Absence Only Reporters)

If your department uses the Officer Quarterly Closeout Process, absences can only be entered retroactively as outlined below.

- Once the employee submits his/her Quarterly Closeout, the employee cannot change or submit new absence requests for that quarter, unless the manager sends the Closeout back for Rework.
- Once the manager has approved the Quarterly Closeout, the manager cannot change or submit new absence requests on behalf of the employee for that quarter.
- Once the employee/manager submission/approval deadline for the quarter has passed (day 21 from the start of the Closeout), absences cannot be entered or approved by the employee or manager. Your Department Time Administrator can make absence changes as needed but the Closeout cannot be submitted or approved by an Administrator.
- Upon the Hard System Close Date for the quarter, no absence changes can be made.

Time Reporters

Absences can be entered retroactively for a period up to 180 days from the last pay period absence processing date.

View Requests Page

To submit saved absences or see a history of your absence requests, their statuses and process dates, navigate to **Self-Service > Time Reporting > View Time > Time > View Requests**.


The history displays absence requests for a 7-month period of time which is the default timeframe. Click the funnel/filter icon on the top of the page to view absences in a different date range. Your individual history record begins when your department begins using the module.

Select an item to view its request details. Saved absence can be edited and submitted.

- Request Absence
- Cancel Absences
- View Requests**
- Absence Balances
- Absence Forecasting Tool

View Requests

View Requests



Vacation Submitted	01/22/2019	1 Days	>
Vacation Saved	01/10/2019	1 Days	>

Editing Absence Requests

Unprocessed absence requests can be cancelled or edited by either the employee or the manager depending upon their status.

Submit a Saved for Later Absence Request

If the absence was saved but not yet submitted, it can be accessed and submitted via the **View Requests** page. Navigate to **Self-Service > Time Reporting > View Time > Time > View Requests**.

Select the *saved* absence, make any needed edits and click **Submit**.

View Requests		16 rows
Vacation	03/22/2019	
Saved	1 Days >	

Absence Type	All	Submit
*Absence Name	Vacation	
*Start Date	03/22/2019	
End Date	03/22/2019	

Edit a Submitted but not Approved Absence Request

If the absence request was submitted but not yet approved, ask your manager to **push it back to you** so you are able to make edits and resubmit. Access the pushed back transaction from the **View Requests** page.

Personal Day	01/07/2019
Push Back	1 Days

Edit an Approved Absence Request

If the absence request was submitted *and* approved, it cannot be pushed back by your manager. You or your manager can cancel the request from the **Cancel Absences** page as long as it hasn't been processed. See the *Cancel an Absence Request* section.

If an already approved absence request needs to be modified and/or resubmitted for any reason, speak with your manager to request your HR Department/Department Time Administrator (DTA) modify the request or delete the entry row so a "new" absence request can be submitted.

Cancel an Absence Request

Submitted and approved absence requests can be cancelled from the **Cancel Absences** page as long as it hasn't been processed. Navigate to **Self-Service > Time Reporting > View Time > Time > Cancel Absences**.

Select the submitted or approved absence, click **Cancel Absence** and then click 'yes' to the confirmation message.

To resubmit cancelled absences, follow the steps below.

Step 1: Locate the canceled absence in the "View Requests" tab.

Step 2: Click on the canceled absence to open the request details.

The screenshot shows the 'Request Details' page for a canceled absence. The left sidebar contains navigation options: Request Absence, Cancel Absences, View Requests (highlighted), Absence Balances, Absence Forecasting Tool, and Timesheet. The main content area shows the following details:

- Return to View Requests
- Absence Type: All
- Absence Name: Personal Day
- Start Date: 02/18/2019
- End Date: 02/19/2019
- Duration: 2.00 Days
- Partial Days: None
- Status: Canceled
- Comments: (empty text box)
- Balance Information: Current Balance 1.50 Days
- Note: The current balance does not reflect absences that have not been processed
- Request History
- View Balances
- View Requests

Step 3: Make any modifications you need to the absence (dates, absence type, partial day) and click **Submit** and then **Yes**.

This screenshot shows the 'Request Details' page with a confirmation dialog box overlaid. The dialog box asks: "Are you sure you want to Submit this Absence Request?" with "Yes" and "No" buttons. The background page is dimmed, showing the same fields as in Step 2, but with a "Submit" button visible in the top right corner.

Step 4: You can now see the revised absence in your "View Requests" tab, and the manager will receive an email that there is a new request pending.

The screenshot shows the 'View Requests' page with a list of absence requests. The left sidebar is the same as in Step 2. The main content area shows a table of requests:

View Requests		4 rows
Personal Day	Submitted	02/18/2019 1 Day
Vacation	Approved	12/05/2018 - 12/06/2018 2 Days
Personal Day	Approved	12/17/2018 0.5 Days
Vacation	Approved	11/21/2018 1 Day

Additional information for the approved requests includes Process Dates: 01/02/2019, 01/02/2019, and 12/03/2018.

Be sure to follow the above steps when resubmitting a cancelled absence. If you *submit* a new absence request using the *same* absence type with any overlapping dates as the cancelled absence, the system will not accept it and you will see the below message.

Request Absence

The Start and End Dates of your absence are overlapping with existing absence. Please modify your Start and/or End Date.

Note: Cancelled absences can still be approved by your manager. If a cancelled absence is approved, you will receive an email. Contact your Manager and DTA to request cancelled absences be removed.

Denied and Pushed Back Absences

Managers can **'Push Back'** (to modify), or **'Deny'** (disallow) absence requests that require a change or need to be removed. You will receive an email if an absence is pushed back or denied and you can access it on the *View Requests* page. Any entered comments can be viewed once you select the item. This is in addition to any separate communication from your manager advising you of the need for the change.

If a manager denies an absence, the *same type of absence* cannot be resubmitted even if it is for a partial day. This is the same functionality as when cancelling an absence yourself. You could submit a different type of absence but not the same as the one that was cancelled.

Edit a Processed Absence Entry

If an absence was processed, you will see the *Process Date* displayed next to the request on the **View Requests** page and your absence balance will reflect that the time was taken.

Vacation	11/21/2018 - 11/28/2018
Approved	4 Days
Process Date: 12/03/2018	

Processed absences cannot be edited by the employee or the manager. To edit an absence that was processed but the time off was not taken; contact your Manager and Departmental Time Administrator to make the adjustment.

Once the absence is adjusted, your View Request page will reflect the modification. Any balance adjustment will be viewable after the next absence process runs.

If the absence was modified and not voided, the adjusted entry information will overwrite the original request and be viewable in the history. The status remains Approved.

If the absence event was voided, the absence item in the View Request page displays a status = Void.

Absence Forecasting

This interactive tool assists with future time off planning and provides an overview of vacation and personal days submitted or approved along with the actual and estimated accruals throughout the fiscal year. To **forecast** the amount of available time for a **future vacation and/or personal time off request**, navigate to: **Self Service > Time Reporting > View Time > Time > Absence Forecasting Tool**.

The tool displays the following information on the top of the page:

- **Prior Year Carry Over Balance (Vac and Personal Days)** – dates populate when the new fiscal year begins if you are already using PAC Time and Absence. If you begin using TLAM mid fiscal year, these fields will be blank.
- **Benefits Service Date or Union Seniority Date** (as applicable) – the date on which your personal accrual schedule is based.
- **Accrual** – this is the actual and estimated vacation and personal day entitlements earned for the fiscal year (displayed by month). Any balance adjustments due to a Leave when less time may be earned/accrued are reflected here after the entitlement processes run (where earned time is added to your balance).
- **Planned Absences**: vacation and personal time that is *Submitted or Approved* plus future time off requests entered into the planning tool. Any balance adjustments due to a retroactive absence being processed are applied to the row for the month in which the actual absence event took place.
- **Balance**: the projected absence balances (in days), displayed by month for vacation and personal time, calculated using the Accrual and Planned Absences column amounts.

Absence Forecasting Tool							
Prior Year Carry-Over	15.50 VAC	0.50 PD	Name Philip Mcguire		UNI		
Today's Date	07/26/2017 12:49PM		Benefits Service Date		04/12/2009		
Month	Accrual		Planned Absences*		Balance		
	VAC	PD	VAC	PD	VAC	PD	
Prior Year Carry-Over					15.50	0.50	
July	0.00	0.00	0.00	0.00	15.50	0.50	
August							

Using the Forecasting Worksheet

Only *future* vacation and personal time off can be forecasted and is highlighted in **Blue** on the sheet.

- Using the open entry boxes on the right side of the page, enter the amount of vacation or personal time into the appropriate future month and absence type (“VAC” or “PD”) field.
 - For whole days, enter the whole number, e.g. “3”.
 - For half days, enter ‘.5”.
 - For hourly increments, convert the hours into a day portion. E.g. for 2 hours of a 7-hour schedule, enter .29 (7/2).
- Click the **Forecast** button. The Balance column displays the projected balance.
- To forecast time with different entries, click the **Reset** button, enter the new values and then click **Forecast**.

Benefits Service Date 04/12/2009		Today's Date 12/29/2020						
Prior Year Vacation 23.00		Prior Year Personal Days 0.50						
Month	Accrual Vac	Accrual PD	Planned Vac*	Planned PD*	Balance Vac	Balance PD	Forecast Vac	Forecast PD
July	2.00	0.00	5.00	0.50	20.00	0.00	0.00	0.00
August	2.00	1.00	0.50	1.00	21.50	0.00	0.00	0.00
September	2.00	0.00	5.00	0.00	18.50	0.00	0.00	0.00
October	2.00	0.00	2.00	0.00	18.50	0.00	0.00	0.00
November	2.00	0.00	1.50	0.00	19.00	0.00	0.00	0.00
December	2.00	1.00	0.00	0.00	21.00	1.00	<input type="text"/>	<input type="text"/>
January	2.00	0.00	0.00	0.00	23.00	1.00	<input type="text"/>	<input type="text"/>
February	2.00	0.00	0.00	0.00	25.00	1.00	<input type="text"/>	<input type="text"/>
March	2.00	0.00	0.00	0.00	27.00	1.00	<input type="text"/>	<input type="text"/>
April	2.00	1.00	0.00	0.00	29.00	2.00	<input type="text"/>	<input type="text"/>
May	2.00	0.00	0.00	0.00	31.00	2.00	<input type="text"/>	<input type="text"/>

*Includes absence requests that have been Submitted or Approved
NOTE - This report does not reflect actual balances
- Fields in blue reflect forecast balances
- All balances are displayed in days

If a personal day is scheduled to be lost because it was not taken, the field in the month where the day will be lost appears in **red**. This is an indicator to use the personal day before it is lost.

If an absence forecast results in a projected negative balance, it will appear in **red**.

The values in these columns are real-time and are pulled into the worksheet each time the page is accessed. Thus, the balances on this page will not always match those on the Absence Balance page as those balances display as of the last absence processing date.