PAC Absence Entry – Training Guide

Visit the PAC Time and Absence page on the HR Website for more information and training materials.

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
- **NYC 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. *Union 1199 employees only*

**Birth/Adoption**: Used in the event of a birth/adoption of a child. *Union 1199 employees only*

**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](http://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 NYC 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.

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>As Of</th>
<th>Time Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick - NYC Sick Leave</td>
<td>11/30/2018</td>
<td>40.00 Hours</td>
</tr>
<tr>
<td>Vacation</td>
<td>11/30/2018</td>
<td>21.00 Days</td>
</tr>
<tr>
<td>Personal Day</td>
<td>11/30/2018</td>
<td>3.00 Days</td>
</tr>
</tbody>
</table>

*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.

![Request Absence](image)

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](image)
Partial Day Absence
Vacation, Personal, Sick, and NYC 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.

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

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

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

3. Press Done.
Partial Day Absence Hours vs. Half-Day per Absence Type

Vacation, Personal, Sick, and NYC 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 NYC 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 NYC 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 NYC 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/NYC 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.
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.

<table>
<thead>
<tr>
<th>Balance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance: 0.00 *</td>
</tr>
<tr>
<td>As of this Request: -1.00 **</td>
</tr>
<tr>
<td>As of 06/30/2019: 0.00 **</td>
</tr>
</tbody>
</table>

*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 NYC 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/NYC 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).

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.
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.

<table>
<thead>
<tr>
<th>Request History</th>
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</thead>
<tbody>
<tr>
<td>Approval Chain</td>
</tr>
</tbody>
</table>

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.

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.
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.

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.
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.

Cancelling an absence is best used when the absence will not be taken. If another request for the same absence type with any overlapping dates as the cancelled absence is submitted, the system will not accept it.

A different absence type with overlapping dates from the cancelled absence can be submitted.

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.

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/31/2018 - 11/30/2018</td>
<td>4 Days</td>
</tr>
<tr>
<td>Process Date: 12/03/2018</td>
<td></td>
</tr>
</tbody>
</table>

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.
Using the Forecasting Worksheet
Only future time off can be forecasted and is highlighted in Blue on the sheet.

1. In the Planning Tool on the bottom 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)

2. Click the Forecast button. The Balance column displays the projected balance

3. To forecast time with different entries, enter the new values, click the Reset button and then click Forecast

If a personal day will be lost because it was not taken, the field where the day is lost will appear in red. 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.