PAC Timesheet Entry – Training Guide

Visit the HR Website for more information and training materials.

PAC Timesheets

Time Reporters complete timesheets in PAC and they will electronically route to their managers for approval. This training guide provides detailed information on how to complete timesheets.

Overview

When you access your timesheet, it defaults to the current pay period. Enter and submit your time each day. You can continue updating the timesheet until the end of the pay period and can also edit data (if needed) for the prior two (2) bi-weekly pay periods from the current pay period. Refer to the *PAC Timesheet Processing Schedule* for the submission deadlines per pay period.

Multiple entries can be entered for one day to accurately reflect the hours worked or time taken off away from work. Timesheets, for non-Casual or non-VHO employees, reflect your scheduled work hours. Your reported time each week should at least equal your scheduled hours.

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

Table of Contents

Time Reporting Codes (TRCs) and their Definitions

A Time Reporting Code (TRC) is a description of the *type of time* entered on the timesheet. A TRC must be selected for each time row entered. Different employee groups have different time codes available to them as appropriate. Absences do not require a TRC selection. Managers and Department Time Administrators (DTAs) can also enter and modify your timesheet if needed. You will receive an email notification when anyone approves or modifies your timesheet.

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. You do not need to enter an overtime code if overtime hours are worked. If your reported hours are greater than your scheduled hours, the system will calculate overtime based on the rules outlined in your 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 is a view of available TRCs that can be entered (by employee type) and how they are entered. For more information, please speak with your manager 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

Timesheet Entry

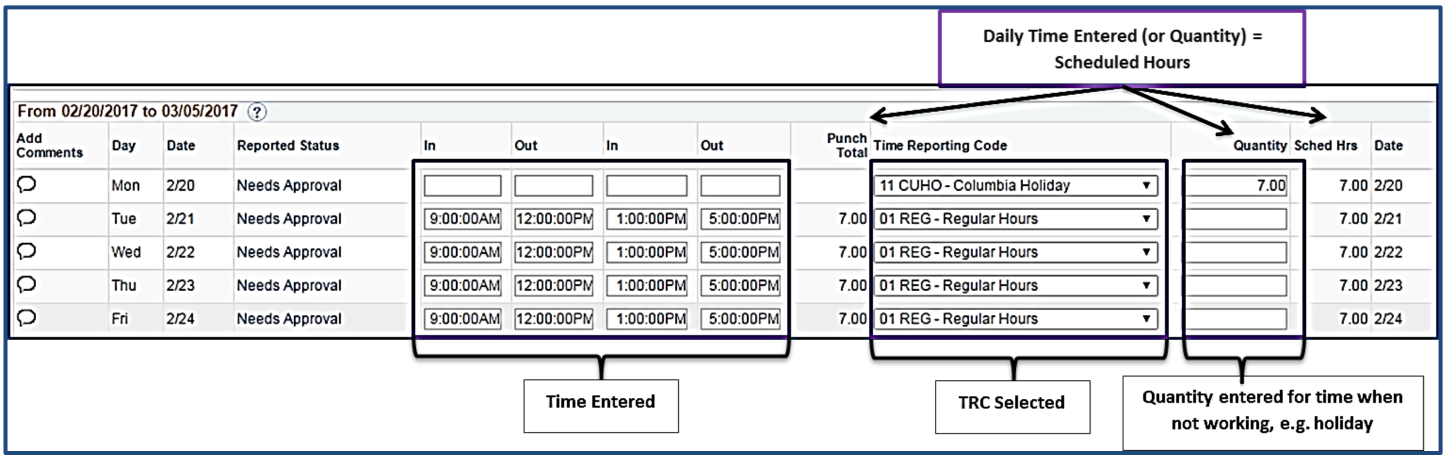
Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the "Submit Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

If you are already in PAC, navigate using the "Time Tile" on the home page or the menu navigation: **Self-Service > Time Reporting > Report Time > Time > Timesheet**

Enter Hours Worked into Timesheet

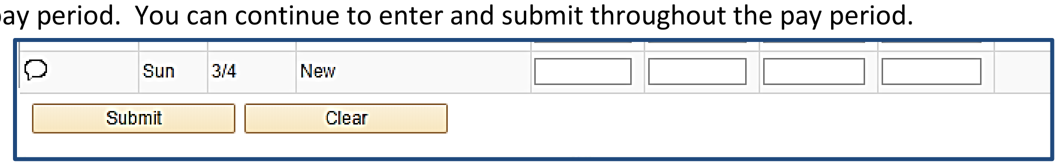
1. **Enter** your begin time, time you left for break, time you returned from break, and your ending time for the day within each 'In' and 'Out' field. For example, "9:00 am 12:00 pm 1:00 pm 5:00pm"
2. **Select** the **Time Reporting Code (TRC).** Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. REG-Regular for worked hours.



3. ***Adding a Comment***
   Comments are optional and you can add a comment by clicking the bubble icon in the Add Comments column next the time entry.

   Enter your comment in the field and then click "**OK**".

4. **Submit** the Timesheet. Click Submit to send the entry to your manager. The entry remains saved on the timesheet in a "Needs Approval" status until approved by your manager. Continue entry and submittal each day of the pay period. You can continue to enter and submit throughout the pay period.



Enter Paid Holidays or other TRCs into Timesheet

For holidays and other types of non-worked time, use the Quantity column.

Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
Mon	12/24	Needs Approval						02 CUHO - Columbia Holiday	7.00
Tue	12/25	Needs Approval						02 CUHO - Columbia Holiday	7.00
Wed	12/26	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours	

Important! Holidays are not indicated on the Timesheet and you must select the Holiday TRC for that day. You will receive a pop-up message for any entries made on a University holiday as a reminder for you to confirm that the entry made is correct.

> Warning -- 2018-12-24 is scheduled as a holiday (13504,3003)
>
> Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.
>
> OK Cancel

Enter Multiple Time Categories within a Day

If your workday consists of multiple types of entered time, it is indicated in the timesheet by entering the number of hours for one Time Reporting Code and then adding a new row to enter hours for another Time Reporting Code. Click the "+" sign to record additional hours worked for a day.

For example, if your day consists of 3 hours worked and 4 hours of taking time off in lieu of pay, it is entered and would appear as follows.

1. Enter the 3 hours worked in the **'In'** and **'Out'** fields for the day, e.g. "9:00 am. 12:00pm".
2. Select the **Time Reporting Code** for the work hours, e.g. REG.
3. Click the **"+"** sign at the end of the row to open a new entry row for that same day.
4. Enter the quantity of hours for remainder of the work day, e.g. 4.
5. Select the **Time Reporting Code** for this block of time, e.g. **ILPU –In Lieu of Pay Used.**

Tue	2/27	Needs Approval						15 ILPU - In Lieu of Pay Used	4.00	7.00	2/27	+
		Needs Approval	9:00:00AM	12:00:00PM			3.00	01 REG - Regular Hours		7.00	2/27	+

Enter Multiple Break Times within the Same Workday

If your workday consists of multiple breaks within the same day and you need more fields for entry, create a new row to enter the time. You can enter as many rows of time per type of work/time code using the corresponding Time Reporting Codes as needed.

Wed	2/28	Needs Approval	9:00:00AM	11:00:00AM	12:00:00PM	2:00:00PM	4.00	01 REG - Regular Hours		7.00	2/28
		Needs Approval	3:00:00PM	6:00:00PM			3.00	01 REG - Regular Hours		7.00	2/28

Timesheets and Overtime

You do not need to enter an overtime code if overtime hours are worked. If your reported hours are greater than your scheduled hours, the system will calculate overtime based on the rules outlined in your respective Collective Bargaining Agreement or University Policy.

Summary | Absence

Reported Time Summary — Personalize | Find | 1-6 of 6

Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)
Absence	42.00	35.00	7.00
Regular	31.00		31.00
Total Reported Hours	73.00	35.00	38.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation	3.00		3.00
Time with no Category			

Timesheets and Absences without Pay

The Absent Without Pay (AWOP) TRC is used to account for time that was not worked and that absence time was not available to use. The quantity of hours entered as an AWOP code are added to the other time and absence entries in the pay period to ensure that your reported hours at least equal your scheduled hours.

If an AWOP code is entered in one of the prior two pay period timesheets, the hours are accounted for in the timesheet. If an overpayment exists, speak with your manager.

Example below of an AWOP entry. 7 AWOP hours are counted toward the reported hours.

Thu	3/1	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours	
Fri	3/2	Needs Approval						09 AWOP - Absent Without Pay	7.00
Sat	3/3	New							

Submit | Clear

Summary | Absence

Reported Time Summary — Personalize | Find | 1-6 of 6

Category	Total	Week 1 (2/19-2/25)	Week 2 (2/26-3/4)
Absence	42.00	35.00	7.00
Regular	28.00		28.00
Total Reported Hours	70.00	35.00	35.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation			
Time with no Category			

Timesheets and Absences

You can enter absences for the current pay period through the timesheet as well as report a partially worked day along with a partial absence event. Absences entered on the Absence Request Page automatically populate in to the appropriate pay period timesheet.

See *the Entering Absences on a Timesheet* section of this guide for steps on entering absences in a timesheet and examples.

Review the Completed Timesheet

Before submitting the timesheet, review the entries to ensure it is complete and all scheduled hours are accounted for.

For Casuals and Variable Hours Officers who do not have consistent schedules, the reported hours do not need to align with a schedule and no scheduled hours will display on the timesheets.

The Reported Time Summary on the bottom of the page lists the categories and totals of time and absences entered.

Reported Time Summary

1-6 of 6

Category	Total	Week 1 (1/7-1/13)	Week 2 (1/14-1/20)
Regular	48.00	28.00	20.00
Absence	22.00	7.00	15.00
Total Reported Hours	70.00	35.00	35.00
Total Scheduled Hours	70.00	35.00	35.00
Schedule Deviation			

Submit a Timesheet

Each time you complete an entry on the timesheet, click 'Submit' to save it on the timesheet and submit it to your manager for approval.

Before final submission for the pay period, review your timesheet to ensure you have accounted for all scheduled hours.

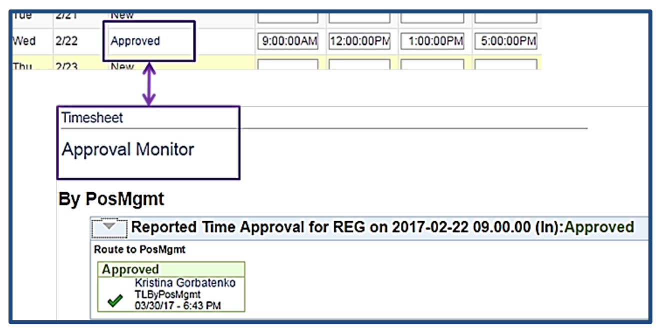
To submit a timesheet:

1. Click the **'Submit'** button on the bottom of the timesheet.

2. Review any messages and click '**Ok'** (or press 'Cancel' if you need to go back to the timesheet to make any edits. Then click '**Ok'** to the Submit Confirmation message. Once submitted, the timesheet routes to your manager for approval. The Reported Status is now "Needs Approval". Once your manager approves it, the status will change to "Approved".

Viewing Time Entry Status

To view the workflow status of a time entry, 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.

Editing a Timesheet Entry

Timesheet edits can be made to the current and prior two (2) pay periods.

<u>In the current pay period</u>: You can edit a timesheet during the current pay period even if has already been submitted or approved. Changes can be made until the submission deadline for the pay period. Simply **update** the entries and '**Submit'** the timesheet again before the deadline and it will route to your manager for approval.

<u>In the prior two pay periods</u>: Navigate to the timesheet using the calendar or navigation links on the Timesheet Entry page. Make the **updates** and **Submit** it to your manager for approval. When adding or removing time or absences to prior pay periods, review the complete timesheet to ensure that the number of hours and absences are correct.

For prior processed pay periods greater than the past two pay periods, contact your manager/DTA.

Correcting a Returned Timesheet

If a question arises on a time entry, managers can **Push Back** an item to indicate that it requires a change or needs to be removed. If this occurs, you will receive an email that your timesheet was modified and you can log in directly from the email to review it.

1. Review your manager's comment in the **Comments** field next to the 'denied' or 'pushed back' item.
2. ****Delete*** the denied or pushed back item by clicking on the **"-"** sign at the end of the row and then **"yes"** to confirm removal. *You must delete the pushed back/denied row and then re-enter the time for that day.
3. *If a re-entry is needed,* re-enter the correct time data and submit the timesheet.

Pushed Back absences can also be edited through the absence tab beneath the timesheet (current pay period only).

A manager can also make edits directly in your timesheet. You will receive a notification email if someone else modifies your timesheet.

Key Timesheet Entry Points

- Casual employees and Variable Hours Officers are paid per the time entered.
- All other time reporters *<u>must ensure</u>* the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if you work overtime.
- When entering time into the In and Out fields, add **am or pm** to clearly indicate the time of day. E.g. 9:00am or 5:30pm.
- Total hours are calculated based on the exact times entered **(the system does not round**).

Enter Absences into the Timesheet

You can submit absence requests for the current pay period using the Absence tab beneath the timesheet.

To request an absence outside of the current pay period, use the Request Absence page. See the "*Entering Absence Requests Training Guide"* for steps.

Key Points when Entering Absences in the Current Pay Period Timesheet

Before submitting an absence request, check that you have enough available absence time in your balance for the type of absence you are requesting. If you do not, the system will subtract the unavailable time from the paycheck. If either the Personal and Vacation balances (employees eligible for both types), do not have a sufficient amount of available time, the system will look to the other balance first before subtracting pay.

In the Absence tab of the timesheet, the available balances display below the section where the request is made. This is where you can determine if you have enough balance to accommodate the request. If not, only submit the request for the amount of time available. If you will be out of the office and do not have available absence time, the Absent Without Pay (AWOP) code is used to account for the time and that amount will be subtracted from your paycheck. Please speak with your manager if requesting absences without pay.

If partial hours worked for a day are entered ***before*** you enter an absence for that same day:

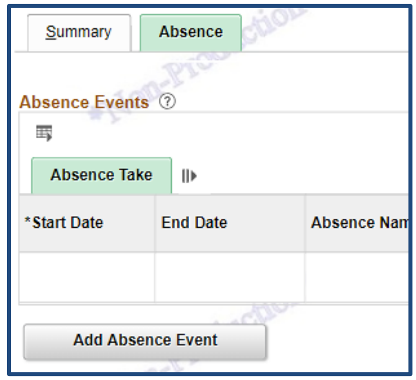
1. Enter the hours worked in the 'In' and 'Out' fields.
2. Enter the absence via the Absence tab or Absence page and it will insert itself into the appropriate day on the timesheet. You do not need to click the "+" sign when entering in this order.

If partial hours worked for a day are entered ***after*** an absence that same day:

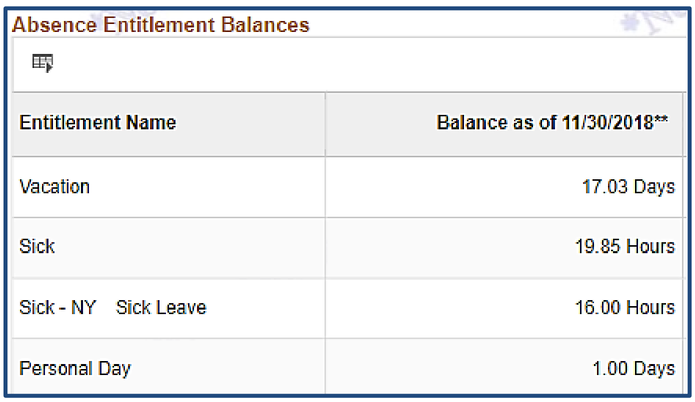
1. Enter the absence via the Absence tab or Absence page and it will insert itself into the appropriate day on the timesheet.
2. Click the "+" sign to open up a new row for that same day.
3. Enter the hours worked in the 'In' and 'Out' fields.

Request Absences in the Timesheet

1. Click the **Absence** tab on the bottom of the timesheet.
2. Click the **Add Absence Event** button on the bottom of the timesheet.

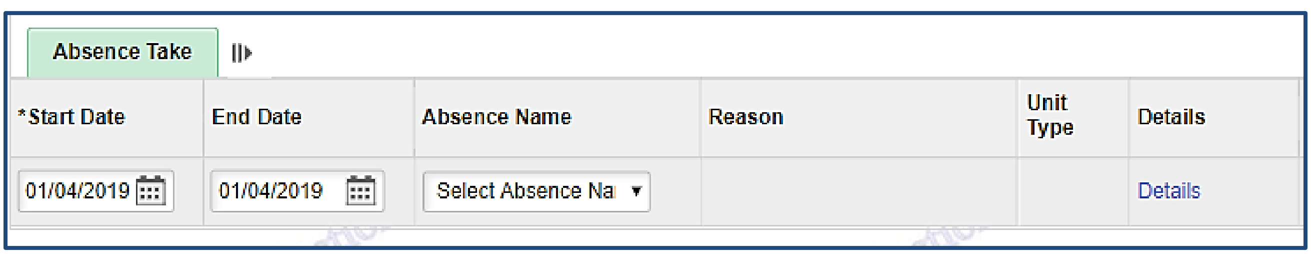


3. Review your balance data before requesting the absence to **ensure** you have enough available time for the request.


Absence Entitlement Balances

Entitlement Name	Balance as of 11/30/2018**
Vacation	17.03 Days
Sick	19.85 Hours
Sick - NY Sick Leave	16.00 Hours
Personal Day	1.00 Days

4. Click the **Details*** link and the Absence page opens. *you must click the **Details** link in order to submit the request.

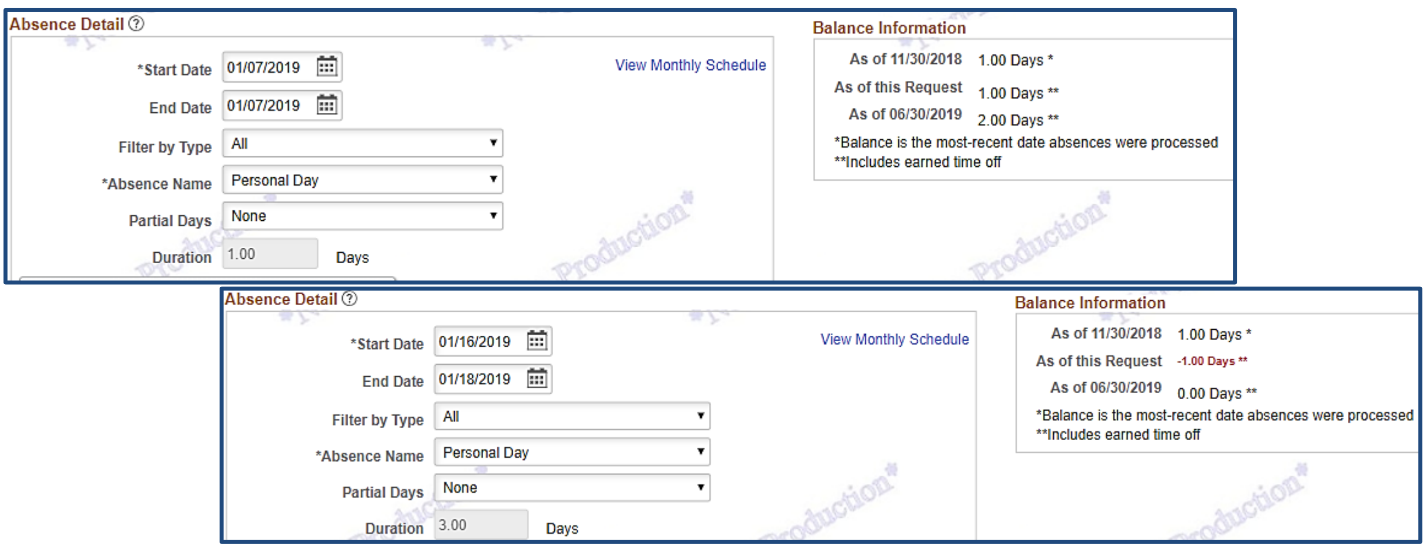


5. Enter the details for the Request. Select the Absence Name from the drop-down menu and enter the Start and End Dates for the absence.

6. Click the **Calculate Duration** button and then **OK**. For partial absence events, see next section.

   For vacation and personal day absences, three displays of absence balances appear once Calculate Duration is pressed. This is helpful as it will alert you if there is a negative balance for any of the time you are requesting and thus not enough available time for the request. Negative balances will appear in red font.

   a. balance as of the last time the absence process ran.
   b. estimated balance through the request dates.
   c. estimated balance through the Fiscal Year.



7. Click **Submit**. The request is submitted to your manager and is in Needs Approval status. The absence duration and type now appear in the absence section and in the appropriate line item(s) on the timesheet.

This example shows the Absence section at the bottom of the timesheet where the request is made.

Absence Take

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
01/03/2019	01/04/2019	Vacation	2.00	Days	Details	Needs Approval	Approval Monitor	Employee Timesheet		Edit

Once submitted, the absence appears in the correct day(s) on the timesheet with the duration for the request.

Thu	1/3	Needs Approval						VAC21 - Vacation - Union-2110	7.00
Fri	1/4	Needs Approval						VAC21 - Vacation - Union-2110	7.00

Request a Partial Day Absence

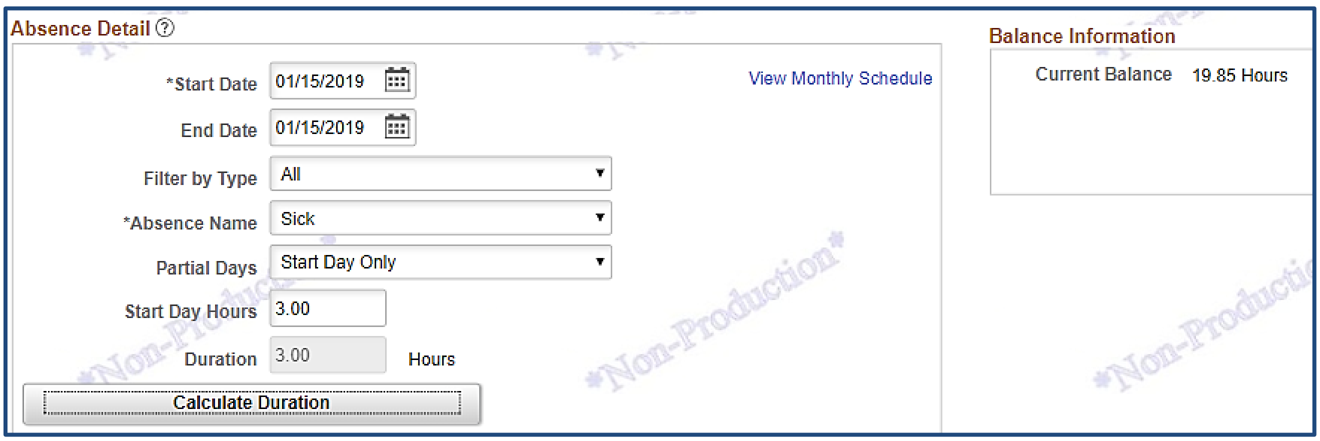
If your workday consists of a partial absence event *and/or* a partial amount of worked time or another partial absence event, it is entered as follows.

1. Begin the absence entry as in steps 1 – 5 above but before calculating the duration of the absence, first indicate the partial hours as follows.

2. In the **Partial Days** dropdown menu, select the best description for the time you will be out, e.g. Start Day Only or All Days.

3. Enter the number of hours for the absence in the Start and/or End Day Hours fields, as applicable, e.g. 3.

4. Click **Calculate Duration, OK** then **Submit**. The partial hours and type of absence now appear on the timesheet.



5. If the remainder of the **partial day consists of Regular hours**, click the **"+"** sign to the right of the day's partial absence event line item on the timesheet and a new row opens for that day. Now you can enter the hours worked into the **'In'** and **'Out'** fields. E.g. A 4-hour timespan added to the 3-hour absence for a total of 7 hours for the day.

6. If the **remainder for the day consists of another type of absence**, follow steps 1 – 4 above to select the type of absence and hours for that same day. E.g. 3 hours NY Sick plus 4 hours vacation.

Time Off Requests and Unavailable Absence Time

To recap, **before** submitting an absence request, check that you have enough available absence time in your balance for the type of absence you are requesting. If you do not, the system will subtract the unavailable time from the paycheck.

If you submit an absence request and do not have enough time to cover the entire amount of the absence, your manager should notice this upon review and either update the absence (and timesheet) directly or push it back to you to make the correction asking you to request a different type of time off, if appropriate and if you have enough available time.

- For <u>Absence Only Reporters</u>, 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 <u>Time Reporters</u>, 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 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.

Editing Absences on Accessible Timesheets

Absences can be edited on the timesheet. Following are several examples of different types of edits that can be made.

Cancel an Absence Request on the Timesheet

Cancelling an absence is best used when work hours should be entered on the timesheet in place of the absence. Once an absence is cancelled, the *same type of absence* cannot be resubmitted even if it is for a partial day. You could submit a different type of absence but not the same as the one that was cancelled. To cancel an absence:

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click the **Edit** button for the absence item and then check the **Cancel** box (next to the Edit button).
3. **Submit** the Timesheet and the absence will be removed from the day's entry and indicated as Cancelled in the Absence Section. See the 1/9 absence example below.

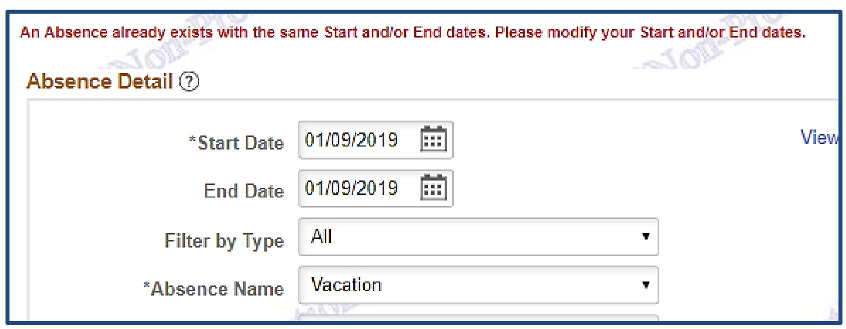
Absence Take

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
01/09/2019	01/09/2019	Vacation	0.57	Days	Details	Approved	Approval Monitor	Employee Timesheet	☑	Edit

Absence Take

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
01/09/2019	01/09/2019	Vacation	0.57	Days	Details	Cancelled	Approval Monitor	Employee Timesheet	☐	Edit

If another absence request is submitted for the same type, for the same day as the cancelled absence, the system will not accept it.



A *different* absence type can be submitted for the same day. In this example, a Personal Day absence was submitted for the same day as the cancelled vacation absence.

Absence Take

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source
01/09/2019	01/09/2019	Personal Day	1.00	Days	Details	Needs Approval	Approval Monitor	Employee Timesheet
01/09/2019	01/09/2019	Vacation	0.57	Days	Details	Cancelled	Approval Monitor	Employee Timesheet

Modify Absence Details through the Timesheet

You can edit the absence type, dates and duration for a submitted absence if needed. As long as there is not a cancelled absence for the same type on the same day, it can be submitted.

1. Click the **Absence tab** on the bottom of the timesheet.
2. Click the **Edit** button for the absence item (the Dates and Absence Type selection fields open).
3. Click the **Details** link.
4. **Update** the details of the absence as needed.
5. Click **Yes** to the confirmation message that appears.
6. Click **Calculate Duration** and then **OK.**
7. **Submit** the timesheet and then click **OK.**

The updated absence details appear in the Absence section and in the timesheet day entry. **Remember** that timesheets need to be whole (for non-casual and non-VHO employees) and to make any updates to time entries if needed due to any changes in the amount of absence time.

Denied Absences on the Timesheet

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.

If you need to enter work hours for a denied absence day, click the **+** sign at the end of the row and enter the data.

	Tue	2/20	Denied						PD - Personal Day	7.00	7.00	2/20	+

If you need to enter a different absence type for the day, follow the absence request steps to submit it.

	Tue	2/20	Denied						PD - Personal Day	7.00	7.00	2/20	+
			Needs Approval						VAC21 - Vacation - Union-2110	7.00	0.00	2/20	+

Absence Edits on the Timesheet for Prior Processed Pay Periods

To *add an absence for a prior pay period,* navigate to the Absence module to make the update. Reference the *Absence Training Guide* for more information.

If the new absence occurs within the prior two pay periods, ensure any time entries are updated as needed on the timesheet now that an absence was entered.

To *modify an absence* for a prior pay period, please speak with your manager or Department Time Administrator (DTA).