

## PAC Timesheet Entry for Casual Employees and Variable Hours Officers – Job Aid

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

### 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 Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

### Step 2: Enter hours worked in to the timesheet

- For hours worked: Enter the time you begin work, take a break, return from break and end time. For example, "9:00 am 12:00 pm 1:00 pm 5:00 pm" or "1:30pm 3:30pm". Continue entry for each day worked in the pay period.
  - Casual employees and Variable Hours Officers are paid per the approved time entered.
- A comment (optional) can be added to each time entry. Click the bubble icon in the comment column.

### Step 3: Select the Time Reporting Code

Press the dropdown arrow to select the category for the hours, REG-Regular.

☺	Thu	3/1	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours ▾	
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### Step 4: Submit the Timesheet

Click **Submit** after each entry to save your submission and to send the timesheet to your manager for review. You can continue submitting until the pay period due date.

### Absence Option: Enter an Absence for the current pay period from the Timesheet

Click the **Absence** tab at the bottom of the timesheet, click **Add Absence Event** and then **Details**. The absence entry page appears where you can enter the absence details for the NY Safe and Sick absence request. Click **OK** to **Submit**. If this is a partial absence, remember to add the remaining type of *time* to the day entry. Only submit when there is a sufficient amount of an absence balance for the amount of time requested. If additional time off, above what is available is approved, the system will automatically subtract that amount of absence time and adjust the pay accordingly.

Summary **Absence**

Absence Events ⓘ

Absence Take ⓘ▶

*Start Date	End Date	Absence Name	Reason	Unit Type	Details
12/24/2018 📅	12/24/2018 📅	Select Absence Na ▾			Details

Add Absence Event