

PAC Timesheet Entry for Support Staff and Hourly Officer Employees – 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 Timesheet" link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

Step 2: Enter hours worked / time off into 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." Continue entry for each day worked in the pay period.
- For other types: Enter the quantity of hours for that time. For example, "7.00 hours for a holiday."
- If entering a partially worked day, enter the amount of worked hours and then either add an absence or other type of time (e.g. Absence without Pay) to equal your scheduled hours for the day. Submitted hours may be greater than scheduled hours if you work overtime.

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

Click the dropdown arrow to select the category for the hours. For example, REG-Regular, CUHO – Holiday.

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
	Mon	2/20	Needs Approval						11 CUHO - Columbia Holiday	7.00	7.00	2/20
	Tue	2/21	Needs Approval	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours		7.00	2/21

Step 4: Submit the Timesheet - Click **Submit** after each entry to save your submission and send to your manager. You can continue submitting until the pay period due date.

Absence Option: Enter an Absence - Click the **Absence** tab at the bottom of the timesheet, click **Add Absence Event** and then **Details**. Enter the absence details and click **OK to Submit**. If this is a partial absence, remember to add the remaining type of *time* to the day entry.

Ensure that you have enough balance time available for the absence. 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.

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