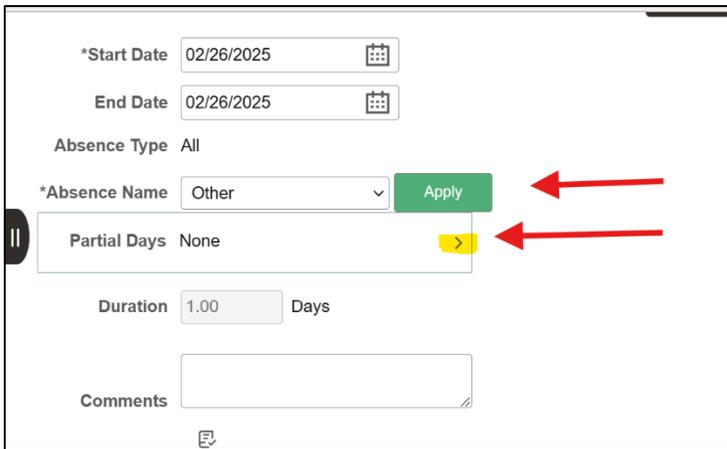


Recording Leave Time Using the “Other” Absence Entry and Reporting on “Other” Leaves

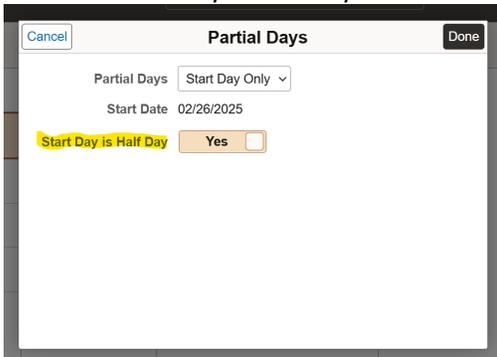


This job aid describes how employees can use the “Other” absence entry in People@Columbia (PAC) to record leave that can not be accounted for in other ways within the system (e.g., Prenatal Leave).

1. Log into my.columbia.edu and click on “Faculty and Staff.”
2. Scroll down and click on the PAC tile. Using your UNI, password and multifactor authentication, log into PAC.
3. Click on the “Time” tile.
4. On the left side of the screen, click on “Manage Absences” and then enter the date you intend to take leave.
5. Under “Absence Name” select “Other.” When you do, the “Partial Days” option appears.
6. Click on the arrow highlighted in yellow.



8. A pop-up window will open. Using the pull-down menu, select “Start Day Only.”
9. Next to “Start Day is Half Day” select “Yes.”



10. Enter the amount of time you will be taking in hours, and in the upper right corner click on “Done.”

10. In the “Comments” section enter the leave you are taking and click on “Submit” in the upper right corner.

Running a Report Recording Hours Taken as “Other.”

TLAM does not report accumulated hours categorized as “Other.” To track “Other” hours, DTAs (Department Time Administrators) or managers should use the **Absence Event Details Report** which records time taken in days. To view the amount of time taken in hours (for example, if the department needs to know the total number of hours an employee has taken for prenatal leave), DTAs can view each event on the **Absence Event Page** and managers can view it on the employee’s **Absence Request History** page. For more information on running reports in TLAM, please review the [Managing TLAM Training Guide](#) (p. 38).

Managers and DTAs are responsible for keeping track of leaves that are recorded in “Other.”