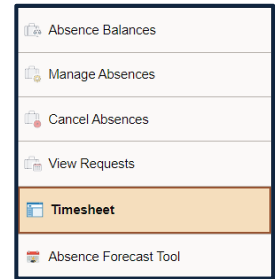




This *Quick Guide* provides you with the steps on how Federal Work Study (FWS) Students enter time in PAC timesheets.

To access timesheets, go to my.columbia.edu, within the **Faculty and Staff** tab, click the **PAC icon**, select the **Time Tile** from the PAC Homepage.

Select **Timesheet** from the menu options on the left. **Note:** If you have multiple timesheets to choose from, select the one with the short title ‘Work-Study’ assigned to the relevant department ID



Note: If there are any discrepancies between the information in this Quick Guide and Federal Work Study rules, the Federal Work Study rules will always govern. Please see the link to the [SFS FWS web page](#) for more information.

Enter hours worked in to the timesheet

While under the Federal Work Study Funding

- 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 “12:00pm 4:00pm”. Continue entry for each day worked in the pay period.
- Select the Time Reporting Code** - Press the dropdown arrow to select the category for the hours, FWS – Federal Work Study is used while under this funding.
- 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.

From 04/20/2026 to 05/03/2026											
Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	Mon	4/20	Approved	12:00:00PM	4:00:00PM			4.00	01 FWS - Federal Work-Study		4/20
<input type="text"/>	Tue	4/21	Approved	8:00:00AM	12:00:00PM			4.00	01 FWS - Federal Work-Study		4/21

While working as a Student Casual – No Longer under Federal Work Study Funding

If your Federal Work-Study funding is exhausted, your Work-Study job may be converted to a Casual job. The entry steps are the same as above. The difference is that the Time Reporting Code selected changes to “01 REG – Regular Hours”.

From 05/04/2026 to 05/17/2026											
Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	Mon	5/4	New	12:00pm	4:00pm				01 REG - Regular Hours		5/4
<input type="text"/>	Tue	5/5	New	8:00am	12:00pm				01 REG - Regular Hours		5/5

Additional Notes

- Timesheets are due by each pay period deadline. You will receive an email reminder. It is recommended to enter hours daily to avoid any delays in processing your timesheet. Time not entered by the due date is not included in that pay period. You can retroactively enter time worked for two prior pay periods
- Comments are optional and can be added to any time entry row by clicking the bubble
- There is an add “+” sign and delete “-” at the end of each time row that allows you to enter a new row for the same day or delete a row for re-entry
- FWS jobs are not eligible for any absences and will not see any information related to absence balances