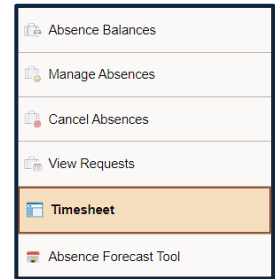




This *Quick Guide* provides you with the steps on how to submit holiday entries in PAC timesheets, when worked or not worked.

To access timesheets, go to [my.columbia.edu](http://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 there are any discrepancies between the information in this Quick Guide, the Collective Bargaining Agreement (CBA) will always govern. Visit the [Labor and Employee Relations](#) website for more information.

### Holiday Entry on the Timesheet

#### *If you are **not working** on a holiday*

Enter the quantity of hours (equal to your daily scheduled hours) in the **Quantity** field and select the **CUHO** Time Reporting Code (TRC). Do not enter “In” and “Out” hours for a holiday that you did not work and do not use the REG TRC.

Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
1/15	Approval In Process	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		02 CUHO - Columbia Holiday	7.00	7.00	1/15
1/16	Approval In Process	9:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.00	01 REG - Regular Hours	<input type="text"/>	7.00	1/16

#### *If you are **working** any portion of a holiday*

Enter the hours worked in the **In** and **Out** columns and then select either the **HOLD** or **HOLW** TRC to indicate how you would like to receive compensation for the time worked. The holiday hours will be included in your pay.

- HOLD** is used to receive comp time off in lieu of holiday pay. The comp day must be used within **30 days after the holiday**.

Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
Mon	1/15	Approval In Process	8:00:00AM	11:00:00AM	12:00:00PM	4:00:00PM	7.00	07 HOLD - Holiday Worked (Comp Day)	<input type="text"/>	7.00	1/15
Tue	1/16	Approval In Process	8:00:00AM	11:00:00AM	12:00:00PM	4:00:00PM	7.00	01 REG - Regular Hours	<input type="text"/>	7.00	1/16

- HOLW** is used to receive pay at time and one-half as applicable for the day

Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Date
12/25	Approval In Process	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		02 CUHO - Columbia Holiday	7.00	7.00	12/25
12/26	Approval In Process	8:00:00AM	11:00:00AM	12:00:00PM	4:00:00PM	7.00	03 HOLW - Holiday Worked (Day's Pay)	<input type="text"/>	7.00	12/26

**Important!** The REG Time Reporting Code (TRC) *is never used* on a Holiday!

Comments are optional and can be added to any time entry row for clarity.

Date	User ID	Date Time Created	Source	Comment
01/15/2024		02/11:57AM	Time Reporting	Time worked on MLK Jr. Birthday Holiday

### Entering a Comp Day Taken on the Timesheet

If **HOLD** was reported, when requesting the comp day, enter the **ILPU** code on the day taken and the *quantity of hours equal to your scheduled hours* for the day in the **Quantity** field.

Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
1/29	Approval In Process	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		05 ILPU - In Lieu of Pay Used	7.00	7.00
1/30	Approval In Process	8:00:00AM	11:00:00AM	12:00:00PM	4:00:00PM	7.00	01 REG - Regular Hours	<input type="text"/>	7.00

Comments are optional and can be added to any time entry row for clarity.

Date	User ID	DateTime Created	Source	Comment
01/29/2024		02/11:49AM	Time Reporting	Comp Day for MLK Jr. Birthday Holiday Worked

### Unused Comp Days

**HOLD**/Holiday comp days are to be used within 30 days after earning. If the comp day is not taken within this amount of time, your manager will need to enter the **ILPP** time reporting code, and the quantity of hours equal to your day's schedule in the Quantity field to activate the payout of the comp day. Managers can enter this on a non-workday or can add a row to an already worked day.

### Employees covered under the 1199 SSA Collective Bargaining Agreement

#### Holiday Designations in the 1199 SSA Collective Bargaining Agreement

Holidays are listed with or without an asterisk (\*). If you are required to work on a holiday, the pay rate differs depending on if the holiday is indicated with an asterisk. For more information about holidays, reference the [1199 SSA Collective Bargaining Agreement](#).

#### When you Work on a Holiday listed in the CBA with an Asterisk (\*)

- Select the **HOLD** (Holiday Worked Comp Day) TRC – to receive a pay at time and one-half for the hours worked on the holiday, plus a comp day
- Select the **HOLW** (Holiday Worked Day's Pay) TRC – to receive pay at time and one-half for the hours worked on the holiday, plus regular pay for the holiday

#### When you Work on a Holiday listed in the CBA **without** an Asterisk

- Select the **HOLD** (Holiday Worked Comp Day) TRC – to receive regular pay for the hours worked on the holiday, plus a comp day
- Select the **HOLW** (Holiday Worked Day's Pay) TRC – to receive regular pay for the hours worked on the holiday, plus regular pay for the holiday