

PAC Timesheet Entry for CBS Tutors – 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 and end tutoring sessions. For example, "9:00 am 11:00 am" or "1:30pm 3:30pm". Continue entry for each day worked in the pay period.
- CBS Tutors 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

Click the dropdown arrow to select the category for the hours. The categories reflect the session types.

Daily Time Entered with the corresponding Time Reporting Code

From 07/23/2018 to 08/05/2018 ?		Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
			Mon	7/23	New			1:00:00PM	3:00:00PM		00 MUL - MBA 2-6 People Tutored		7/23	+	-
			Tue	7/24	New	10:00:00AM	11:00:00AM				00 SNG - MBA 1-on-1 Person Tutored		7/24	+	-
			Wed	7/25	New			2:00:00PM	3:00:00PM				7/25	+	-
			Thu	7/26	New						00 MUL - MBA 2-6 People Tutored		7/26	+	-
			Fri	7/27	New						00 SNG - MBA 1-on-1 Person Tutored		7/27	+	-
			Sat	7/28	New						01 GRP - MBA 7+ People Tutored		7/28	+	-
			Sun	7/29	New						02 ESNG - EMBA 1-on-1 Person Tutored		7/29	+	-
											03 EMUL - EMBA 2-6 People Tutored				
											04 EGRP - EMBA 7+ People Tutored				

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 on the **Absence** tab at the bottom of the timesheet and then click **Add Absence Event** to enter the dates and hours for the absence. Click **Calculate Duration** and **Submit**.

	Wed	7/25	Needs Approval	2:00:00PM	3:00:00PM			1.00	01 GRP - MBA 7+ People Tutored		7/25	+	-
	Thu	7/26	Needs Approval						NYSOF - NY Sick Leave - VHO/Casual	2.00	7/26	+	-