

TLAM Timesheet Notifications – Job Aid

Purpose: To provide examples of TLAM notifications sent to timesheet reporters, their managers, and Department Time Administrators (DTAs).

Notification Chart - This chart lists the notifications sent regarding timesheet activity each bi-weekly pay period.

When	Message	Recipient
4 days prior to the payroll run for the pay period*	Timesheets are Due / Please Submit your Timesheet	Timesheet Reporters
4 days prior to the payroll run for the pay period*	Timesheets are Due / Please Ensure Timesheets are Approved	Managers of Timesheet Reporters
4 days prior to the payroll run for the pay period*	Please Review and Approve Timesheets Submitted by your Casual/VHO Employees	Managers of Casuals and Variable Hours Officers
1-2 days prior to the payroll run for the pay period*	The Casual and VHO Employee Timesheets (and absences) for the Following Managers were Auto-Approved	Department Time Administrators (DTAs)
1 day prior to the payroll run for the pay period*	High Exceptions: Review and correct the timesheet that generated the exception	Managers of Timesheet Reporters

*4 days prior to a payroll run is typically on Fridays and 1 day before a payroll run is typically on Mondays. This can change due to holiday weeks. Reference the [Bi-Weekly PAC Timesheet Schedule](#) for the exact days for each pay period.

Email Notifications Examples

TIMESHEETS ARE DUE / PLEASE SUBMIT YOUR TIMESHEET – TO TIME REPORTERS

Subject: Timesheet & Absence Submission Due

Time entry information and absence requests for this biweekly period are now due. To ensure your manager can approve your time by the payroll deadline, please ensure that you fill in and submit your absences and your electronic timesheet through the end of your scheduled workweek by the posted deadline.

Submissions received after the deadline cannot be processed for the current period and must be resubmitted for the following cycle.

For questions about absence or timesheet submissions, please see your Manager or your Departmental Time Administrator (DTA). For specific payroll-related questions, contact the Human Resources Service Desk at (212) 851-2888 or via <https://columbia.service-now.com/navpage.do>.

Thank you,
Payroll Team

TIMESHEETS ARE DUE / PLEASE ENSURE TIMESHEETS ARE APPROVED – TO MANAGERS OF TIME REPORTERS

Subject: Timesheet & Absence Approval Reminder

Time entry information and absence request approvals for this biweekly period are now due. Please review any outstanding timesheets and absence requests in your Work Center and submit your approval by the posted deadline.

Submissions received after the deadline cannot be processed for the current period and must be resubmitted and approved for the following cycle.

For questions about absence or timesheet submissions, please see your Departmental Time Administrator (DTA). For specific payroll-related questions, contact the Human Resources Service Desk at (212) 851-2888 or <https://columbia.service-now.com/navpage.do>.

Thank you,
HRPC-TLAM Team

***PLEASE REVIEW AND APPROVE TIMESHEETS SUBMITTED BY YOUR CASUAL / VHO EMPLOYEES
– TO MANAGERS OF CASUAL AND VHO TIME REPORTERS***

Dear %2,

As the current biweekly pay period comes to a close, the following Casual and/or Variable Hours Officer (VHO) employees have submitted timesheets and/or absences that are pending your approval:

%1

Please log in to PAC to review and approve any outstanding timesheets and absence requests. Any items not approved by the deadline will be automatically approved by the system. Please note that once auto-approved, all submitted times including any overtimes will be processed for payment.

Important: Even if a timesheet is auto-approved, you are still responsible for reviewing it after the deadline. If any adjustments are necessary (e.g., subtraction of hours), you may either make the edits directly or return the timesheet to the employee for correction. Once revised, the timesheet will require your approval. If hours must be reduced and the timesheet has already been processed, you will need to initiate the Overpayment Recovery Process.

Should you have any questions, please reach out to your Departmental Time Administrator (DTA).

Thank you,

HRPC-TLAM Team

**THE CASUAL AND VHO EMPLOYEE TIMESHEETS FOR THE FOLLOWING MANAGERS WERE AUTO-APPROVED
– TO DEPARTMENT TIME ADMINISTRATORS (DTAS)**

Dear Departmental Time Administrator,

The managers listed below did not approve the timesheets submitted by their Casual and/or Variable Hours Officer Employees for the pay period just ended. The system approved and processed the pay as per the employee's entries.

Please notify each manager listed below that they must still review the timesheets that are system-approved to ensure they are correct.

%1

Managers can make edits on behalf of the employee or push the timesheet back to the employee to correct. The updated timesheet then requires manager approval. If any subtraction of hours was needed and the timesheet was processed by the system, you must initiate the Overpayment Recovery Process.

If you have any questions or concerns, please contact the HR Service Center at 212-851-2888 or open a ServiceNow ticket.

Sincerely,

HR Processing Center

**AN EXCEPTION HAS GENERATED – TO MANAGERS OF TIME REPORTERS WHOSE TIMESHEETS GENERATED AN
EXCEPTION**

Subject: A PAC timesheet exception was generated by the system

This message is to notify you that a timesheet exception was generated by the system for time that has been reported.

To access the Manage Exceptions page, click on the following link: [url provided to manager](#)

NOTE: This is a system-generated email. Do not reply to this email.