Absence only reporters and Timesheet Reporters enter their vacation, sick, personal and other types of absences in PAC. Absence only reporters enter absence requests through Absence Management. Timesheet reporters enter absence requests either through the absence management pages or on their timesheet. Refer to the Entering a Timesheet job aid for more information.

Absences can be entered **retroactively for a period up to 180 days** from the last pay period absence processing date. If an absence needs to be entered beyond this cutoff, speak with your manager who can request the entry be made by your Department Time Administrator.

**Absence Types**

You can request the following absence types.

- **Vacation**
  - Used for vacation

- **Personal**
  - Used for personal time off

- **Sick**
  - Used for illness

- **NYC Sick**
  - Used for employee’s medical appointments and the care of an ill family member

- **Jury Duty**
  - Used when you must report for jury duty

- **Bereavement**
  - Used for the death of an eligible family member

- **Marriage**
  - Used in the event of marriage.  *Union 1199 employees only*

- **Birth/Adoption**
  - Used in the event of a birth/adoption of a child.  *Union 1199 employees only*

**Important!** For information regarding your eligibility, entitlement, rate of accrual and usage for these types of absences, Officers and Non-Union Support Staff can refer to their benefit information and Union Support Staff can refer to their specific union contract.

**Enter an Absence Request**

Log in to PAC Time and Absence:

1. Open a browser and navigate to `my.columbia.edu`
2. Click “Log In Now”
3. Enter your UNI and Password
4. Click “Login.” You are now on the Faculty and Staff page
5. Click the “Submit Absence Requests” link in the PAC Time and Absence section on the page

**Note:** If you are already in PAC, the menu navigation is: Self-Service > Time Reporting > Report Time > Absence Request

1. Select the first day for the absence in the “Start Date” field. Use the Calendar button or enter the date in ‘mm/dd/yy’ format
2. Select the type of absence from the “Absence Name” drop-down list. The ‘Filter by Type’ field is not required
   
   Once a selection is made, additional entry fields appear as well as the current balance (as of the last pay period) for absence types that have balances.

3. Select the last day of the absence in the “End Date” field. Use the Calendar button or enter the date in ‘mm/dd/yy’ format

**If the absence is for one day, enter the same date in both the Start and End Date fields.**

4. **Partial Day** = ‘None’ for whole day(s) absences. Partial Day absences can be taken. See Entering Partial Day Absence Requests for how to enter partial day absences

5. Click the **Calculate Duration** button and the duration of the absence displays

  *When an absence falls over a holiday or a weekend, the holiday and weekend time are not counted as part of absence time usage*

**Absences that Carry Balances and How they are Displayed**

- **Vacation** – viewed in days
- **Personal** – viewed in days
- **Sick and NYC Sick** – viewed in hours
- **All other absence types do not have balances**
- **For Time Reporters, vacation and personal time entered in hours converts to balances in days**
- **For Absence Only Reporters, NYC Sick time entered as days converts to balances in hours**

**Absence Balance Timeframes Displayed**

- **Current Balance as of [DATE]:** this is the balance for vacation/personal/sick/NYC sick time as of the last date the absence process finalized
- **Balance Through this Request:** the projected balance through the current request - vacation/personal only
- **Balance at 06/30/ [YEAR]:** the projected balance at the end of the current fiscal year - vacation/personal only
- **If any vacation or personal time only will be in the negative, it will display in a red color alerting you that you do not have sufficient time available to use**

**Important!** Vacation balances are updated monthly and time earned for the month is not viewable until the month is completed and the absence process runs.
Enter an Absence Request, cont.

6. You may enter a brief explanation of the absence in the Comments (Optional)

7. Click ‘Submit’ to request the absence. On the confirmation page, click ‘Yes’ to confirm and then click ‘OK’ to return to the Request Details page.

Edits can be made if needed, see the Absence Request History section for steps on how to edit absences.

Once submitted, the Request Details along with the Workflow Status display. Absences are in a status of “Submitted” until approved. You can also see the manager’s name whose approval is pending for the request. Both you and your manager will receive an email stating the absence was submitted. You will also receive an email when the absence is approved, denied or pushed back.

Saving a Request for Later

After entering an absence request, you can save it to submit at a later time by clicking “Save for Later”. To submit a saved request, navigate to Self-Service > Time Reporting > View Time > Absence Request History then press Edit and Submit.

Absence Requests and Unavailable Time

Absence requests should not exceed your available balance. Please discuss any extenuating circumstances with your manager prior to submission.

Subtracting Pay

If it is determined that a portion of an absence should not be payable and needs to be subtracted from an employee’s pay, a manager can do so by entering the subtraction on the timesheet (for Time Reporters) or by submitting the request to the HRPC (for Absence Only Reporters).
Partial Days and Absence Types

Vacation, Personal, Sick, and NYC Sick absences can be taken in partial increments. Other types are taken as full days only.

For Absence Only Reporters – partial days for Vacation or Personal are taken as a half day. Sick or NYC Sick Leave are taken in hours.

For Time Reporters - partial days for Vacation, Personal, Sick or NYC Sick Leave are taken in hours.

Partial Day Absence Options

To indicate that any of the time in your request consists of a partial absence, select the appropriate option in the Partial Days menu drop down. You can also submit each day individually if you prefer.

• **All Days** = all days in the request are partial
• **End Day Only** = only the last day of the request is a partial day. All other days are whole days
• **Start Day Only** = only the first day of the request is a partial day. All other days are whole days
• **Start and End Days** = only the first and last days of the request are partial days. The in between days are whole days

Partial Day Absence Hours vs. Half-Day

When Absence Only Reporters request a partial day for vacation or personal, a ‘half-day’ indicator box appears as these types are taken in half-days.

When Timesheet Reporters request a partial day for vacation or personal, the partial number of hours requested must be entered. The duration and balance converts to and displays in days.

Partial absence requests for NYC Sick time are entered in hours and the duration and balance display in hours.

Partial absence requests for Sick time are entered in hours and the duration displays in hours. Timesheet Reporters will see balance in hours; Absence Only Reporters will not see a balance.

Partial Days Options Examples

Using a three-day period of 1/4 – 1/6 and requesting two (2) hours absence, this is how the system interprets the request and calculates the amount of time for the request.

• **All Days** = all three days contain a 2-hour absence, total = 6 hours
• **End Day Only** = only the last day (1/6) contains a 2-hour absence. All other days are whole days. total = 16 hours (7 hrs. on day one, 7 hrs. on day two, and 2 hrs. on day three)
• **Start Day Only** = only the first day (1/4) contains a 2-hour absence. All other days are whole days. total = 16 hours (2 hrs. on day one, 7 hrs. on day two, and 7 hrs. on day three)
• **Start and End Days** = only the first and last days (1/4 & 1/6) contain a 2-hour absence. The in between day (1/5) is a whole day. total = 11 hours (2 hrs. on day one, 7 hrs. on day two, and 2 hrs. on day three)

**Note:** When entering a partial day for one day only, any option except “Start and End Days” can be selected.

When entering a partial day absence, you can either work for the remainder of the day or enter another type of absence. For example, ½ vacation day plus ½ personal day, or 2 hours NYC Sick Leave and the remaining hours as worked.
Partial Day Absence Requests

Request Partial Day Absences

Requesting a partial day absence begins with the same steps as requesting full day(s) absences

1. Enter or select the start and end dates for the absence
2. Select the type of absence from the “Absence Name” drop down list
3. Select the appropriate option from the Partial Days field drop down list
4. Enter the number of hours in the Start/End Day Hours fields or check the half-day indicator box as required per your employee type and the absence type requested
5. Click the Calculate Duration button and the duration displays.
6. You may enter a brief explanation of the absence in the Comments (Optional)
7. Click Submit to enter the absence. On the confirmation page, click Yes to confirm and then click OK to return to the Request Details page

Edits can be made if needed, see the Absence Request History section for steps on how to edit absences.

Once submitted, the Request Details along with the Workflow Status display. Absences are in a status of “Submitted” until approved. You can also see the manager’s name whose approval is pending for the request. Both you and your manager will receive an email stating the absence was submitted. You will also receive an email when the absence is approved, denied or pushed back.

In this example, a total of 8 hours NYC Sick Leave is requested. 2 hours per day over a four-day work period. Non-scheduled days do not count toward the absence. In this example, the weekend is 4/8 and 4/9 and are not scheduled days.

The Current Balance for NYC Leave is 37 hours. There is enough available time for this absence.

Partial Day Absence Examples

Absence Only Reporters request partial vacation and personal time in half-days.

Timesheet Reporters request partial vacation and personal time in hours. Note that the balance converts to and displays in days.
**Viewing Absence Request History**

To see a history of your absence requests, their status and process dates, navigate to **Self-Service > Time Reporting > View Time > Absence Request History**.

Your individual history record begins when your department began using the module.

The history displays absence requests for the period of time indicated in the “From and Through” dates at the top of the page. The default is a 7-month span but the dates can be changed to a different period of time you would like to view.

Also viewable are the absence durations and by whom and how the absence was requested. The “Requested By” column displays the method, for example, Timesheet, Employee Absence Request, Manager Absence Request or Administrator Event.

This page is where you can edit unprocessed entries via the “Edit” button to the right of the entry.
**Edit Absence Requests**

**Editing an Absence Entry**

Unprocessed absences entries in any status (submitted/cancelled/approved/denied/pushed back) can be edited on the Absence History page either by the employee or the manager.

**Denied and Pushed Back Absences**

Managers can ‘Push Back’ (to modify), or ‘Deny’ (disallow) absence requests that require a change or need to be removed. You will receive an email if an absence is pushed back or denied. You will also be able to see the status of the request (‘Push Back’ or ‘Denied’) on the Absence Request History page and view any entered comments once you click on the absence name. This is in addition to any separate communication from your manager advising you of the need for the change.

The PAC Absence Processing Schedule job aid provides the entry deadline dates as well as when absence balances are updated and viewable each pay period.

**Edit an Unprocessed Absence Entry**

To view the absence details including any comments, click on the absence name link. If you or your manager entered any comments, they will be viewable in the comments fields in the Request History section of the page. Note that the absence cannot be edited from this view. Click the “Return the Absence Request History” link on the bottom to the page.

To cancel an absence (whether still pending or approved):
1. Click the EDIT button to the right of the entry.
2. Click the “Cancel” box on the bottom of the page and then click ‘Yes’ to confirm and then ‘OK’ to return to the Request Details page. You will see that the status for the request is now “Cancelled”.

If the absence was not yet approved by your manager, request your manager “push back” the absence for you to edit. Once received:
1. Click the EDIT button to the right of the entry
2. Make any needed changes to the request
   a. To cancel the request, click the “Cancel” box on the bottom of the page and then click ‘Yes’ to confirm and then ‘OK’ to return to the Request Details page
   b. To change the type of absence, select the new absence type from the “Absence Name” drop down list and then ‘Submit’, the request
   c. To change the dates of an absence, select the new start/end date and then ‘Submit’ the request
   d. To change an event to a partial day event, Select the appropriate partial days option for the request and enter the amount of partial hours, or select the half-day indicator (as applicable) and then ‘Submit’ the request

Note: Cancelled absences can still be approved by your manager as they are not removed from their queues. If a cancelled absence is approved, you will receive an email. Contact your DTA to request cancelled absences be removed.

If the absence was approved by your manager, it cannot be pushed back. If an already-approved absence requests needs to be modified and/or resubmitted for any reason, request the DTA delete the absence entry row on the Absence Event page, and you will be able to resubmit a “new” absence request.

**Edit a Processed Absence Entry**

To edit an absence that was processed but the time off was not taken; contact your Manager and Departmental Time Administrator.

Once the absence is adjusted, your history page will reflect the updated event entry and any balance adjustment will be viewable after the next absence process runs.

If the total event was voided, the absence item in the history displays a status = Void and Requested By = Administrator Absence Event.

If the event was modified and not voided, the adjusted entry information will overwrite the original request and be viewable in the history. The status = Approved and Requested By = Administrator Absence Event.

If the edit box is greyed out, that indicates that the absence processed and it cannot be accessed or edited. The process date also appears.
**Viewing Absence Balances (Recap)**

To see your absence balances for Vacation, Personal, Sick and NYC Sick, navigate to Self-Service > Time Reporting > View Time > Absence Balances.

Time earned is calculated based on your employee type and is credited at the end of the pay period in which it is earned. It is then available to be used in the following period.

Absences entered since the last processing date are not included on this page (as they have not yet been processed).

You are entitled to use, in a given pay period, the paid time off available at the beginning of that period. Your balances update after the processing date for each pay period by subtracting time taken and adding in any time earned.

Personal time taken will be subtracted before time earned is added.

**Absence Balances Viewed on the Absence Request Page**

When entering an absence, balance information for three (3) points in time displays directly on that page:

- **Current Balance as of [DATE]:** this is the balance for vacation/personal/sick/NYC sick time as of the last date the absence process finalized
- **Balance Through this Request:** the projected balance through the current request - vacation/personal only
- **Balance at 06/30/ [YEAR]:** the projected balance at the end of the current fiscal year - vacation/personal only

If any vacation or personal time only will be in the negative, it will display in a red color alerting you that you do not have sufficient time available to use for the request.

The “Balance as of” column is the date of the last absence process finalization and the date the balance is as of.

The “Entitlement Name” column displays the absence. If “0” or “negative” balance exists, it will not appear on this page but are displayed on the Absence Request and Absence Forecasting Tool pages.

The “From” and “To” date columns display the dates of the current fiscal year.

The “Accrual Period” column displays that the balance is accrued year to date.
Absence Forecasting

This interactive tool assists with future time off planning and provides an overview of vacation and personal days submitted or approved along with the actual and estimated accruals throughout the fiscal year. To forecast the amount of available time for a future vacation and personal time off request, navigate to: Self Service > Time Reporting > View Time > Absence Forecasting Tool.

Using the Forecasting Worksheet

Only future time off can be forecasted and is highlighted in Blue on the sheet.

Forecasting Future Time Off Requests:

1. In the Planning Tool on the bottom of the page, enter the amount of vacation or personal time into the appropriate future month and absence type (“VAC” or “PD”) field
   - For whole days, enter the whole number, e.g. “3”
   - For half days, enter ‘.5”
   - For hourly increments, convert the hours into a day portion. E.g. for 2 hours of a 7 hour schedule, enter .29 (7/2)

2. Click the Forecast button. The Balance column displays the available time

3. To forecast time with different entries, click the Reset button to clear the sheet and then re-enter

The tool displays the following information:

**Accrual** – the actual and estimated vacation and personal day entitlements earned for the fiscal year (displayed by month). Any balance adjustments due to a Leave when less time may be earned/accrued are reflected here after the entitlement processes run (where earned time is added to your balance). If a personal day will be lost because it was not taken, the field where the day is lost will appear in red.

**Planned Absences**: vacation and personal time that is Submitted or Approved plus future time off requests entered into the planning tool. Any balance adjustments due to a retroactive absence being processed are applied to the row for the month in which the actual absence event took place.

**Balance**: the projected absence balances by month for vacation and personal time, calculated using the Accrual and Planned Absences column amounts. This is a running total.

The values in these columns are real-time and are pulled into the worksheet each time the page is accessed.

Thus the balances on this page will not always match those on the Absence Balance page as those balances display as of the last absence processing date.