The Department Time Administrator (DTA) WorkCenter

The DTA WorkCenter

The Time and Absence WorkCenter is a centralized location you can easily access from myColumbia to perform all review and oversight functions for your ***department***.

It works as a dashboard providing you with access to pages relevant to managing time and absence activities including generating reports.

Log in to PAC Time and Absence

- Open your browser and navigate to my.columbia.edu
- Click "Log In Now"
- Enter your UNI and Password
- Click "Login." You are on the Faculty and Staff page
- Click the "WorkCenter" link in the *PAC Time and Absence* section

The navigation to access the WorkCenter when already logged into PAC is: **Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter**.

WorkCenter Features

The default landing page when accessing the WorkCenter is the Monthly Absence Calendar where you can quickly view your direct reports absences.

Tabs across the top provide access to the *Monthly Absence Calendar*, *Pending Approvals* and *Manage My Team* features. Once a tab is selected, sub-tabs appear for more detailed transactions and views.

Note: If you do not have direct reports, you will access the Manager Tabs on the page to process timesheet actions for your department.

Reports - On the top left hand side of the page are links to Time and Absence Reports.

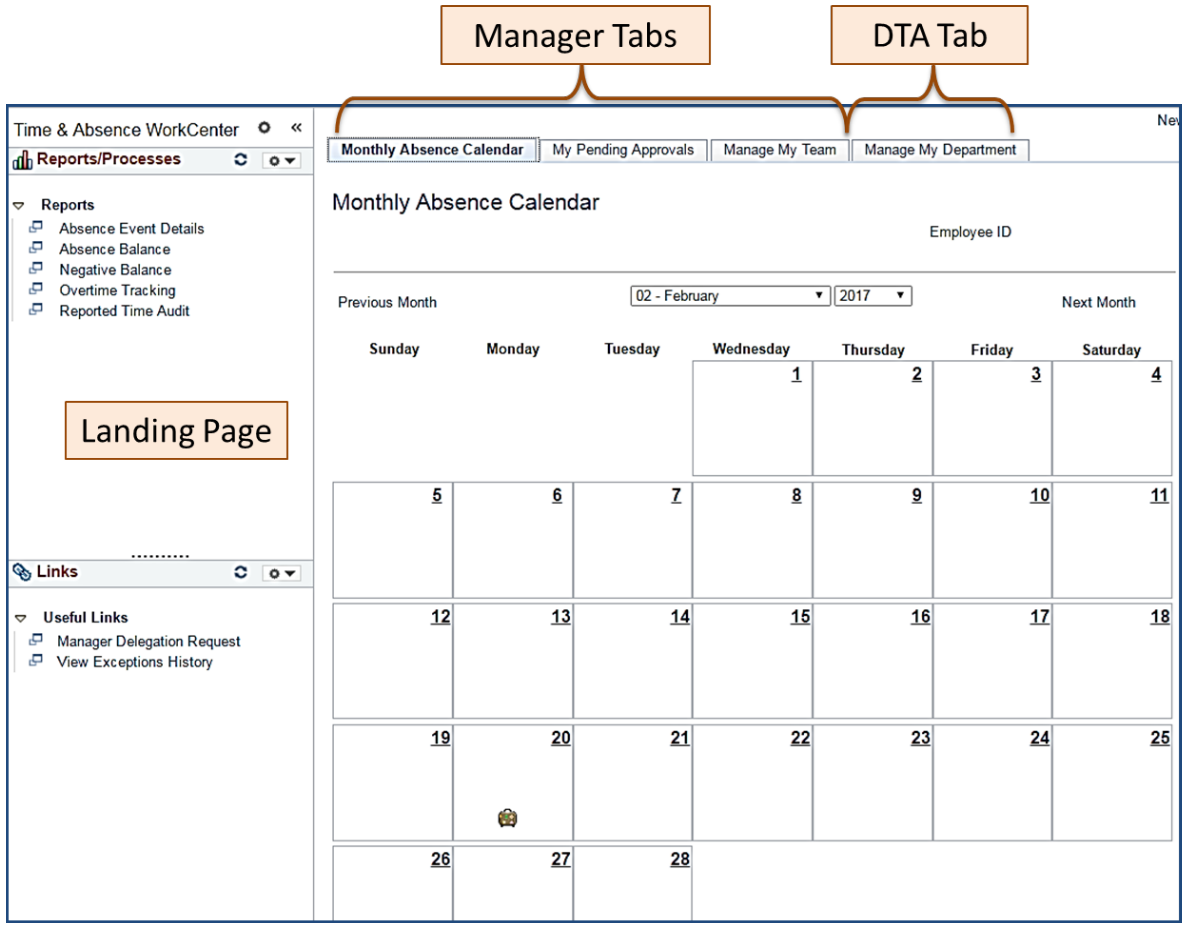
Useful Links - On the bottom left hand side of the page are links to other pages for Time and Absence activities.

Time & Absence WorkCenter – Click this link on the upper left hand side of the page to return to the Monthly Absence Calendar (default view).

Department Time Administrators (DTAs)

DTAs perform time and absence activities for their department(s) within the "**Manage My Department**" tab.

Reference: If you are a manager of direct reports or want to become familiar with the time and absence activities a manager can perform in the WorkCenter, please review the "Manager WorkCenter" job aid.



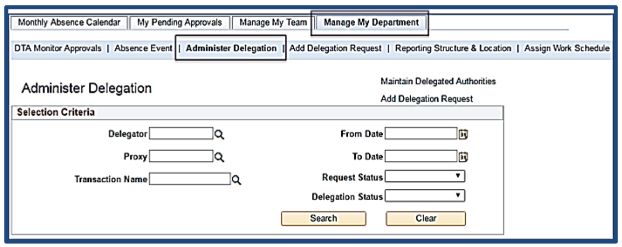
Manage My Department

Manage My Department

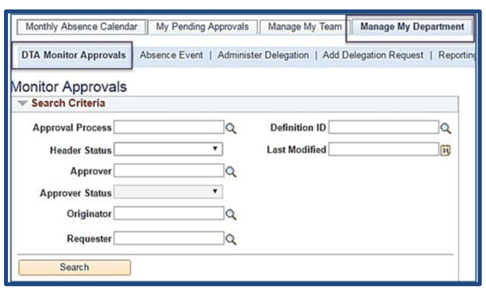
The “Manage My Department” tab is where you can perform time and absence activities for your department(s) within the WorkCenter without having to navigate to the individual pages. To return to the Monthly Absence Calendar, click the “Time & Absence WorkCenter” link in the upper left hand corner.

There are six sub-tabs of activities. This is a brief overview of the tasks within the tabs.

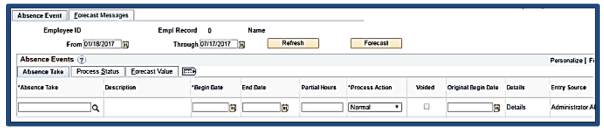
1. <u>Administer Delegation</u>. This is the landing tab within ‘Manage My Department’. Click this tab to review and revoke delegations in your department



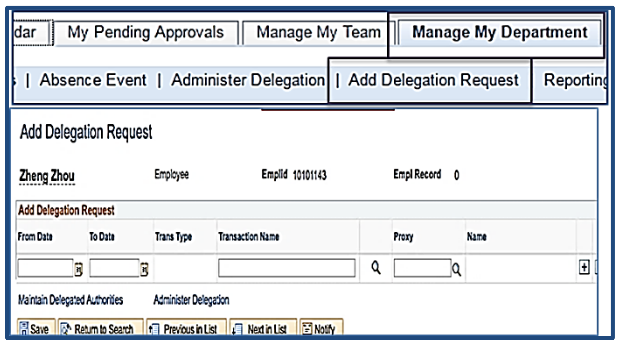
2. <u>DTA Monitor Approvals</u>. Click this tab to reassign absence transactions (only) for your department



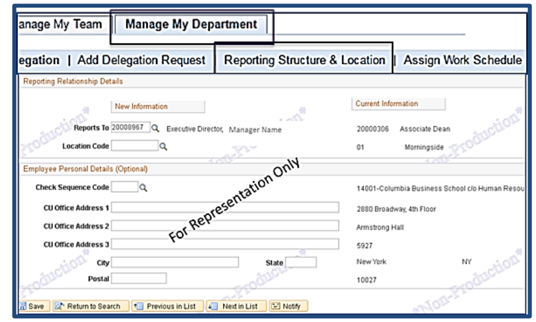
3. <u>Absence Event</u>: Click this tab to first search for an employee in your department and then enter or modify absences



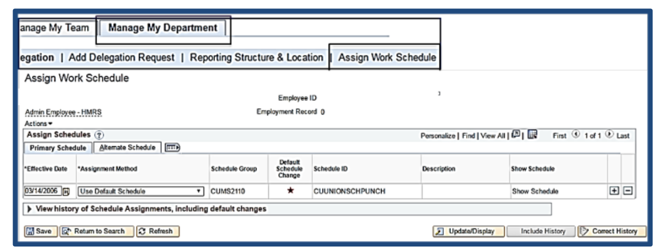
4. <u>Add Delegation Request</u>. Click this tab to delegate a managers time and absence activities to other managers in your department



5. <u>Reporting Structure & Location</u>. Click this tab to update the reporting structure for employees and managers in your department. You must hold the Manager Self-Service role to update this page



6. <u>Assign Work Schedule</u>. Click this tab to assign a different work schedule for an employee in your department. The schedule must already exist to be added. If it does not exist, submit an incident to the HRPC with the request. You must hold the Manager Self-Service role to update this page



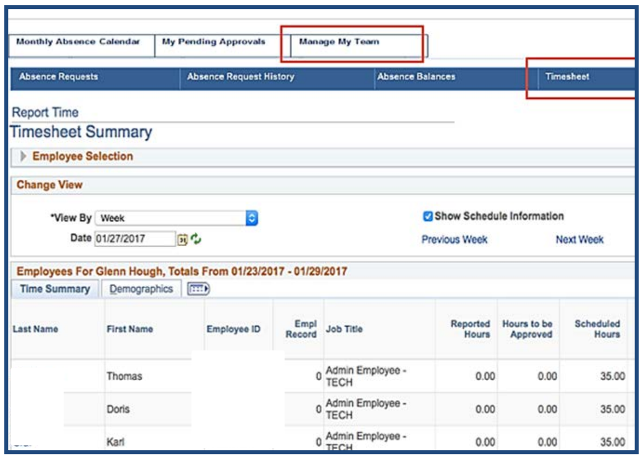
Reference *the Department Time Administrator Training Guide* for detailed information on how to perform DTA activities.

Timesheet Submittals

Managers can perform and submit time entries on behalf of their employees in the **Manage My Team > Timesheet** tab. Although it may be a rare occurrence, DTAs can also submit time entries for employees in their department via the same path if needed.

This is a brief overview of the task.

- Timesheet. Click this tab and the "Timesheet Summary" page appears where you can submit time entries on behalf of employees in your department. *DTAs cannot approve timesheets from this page*



> ***Reference*** the *Department Time Administrator Training Guide* for detailed information on how to perform DTA activities.

Time and Absence Reports

On the top left hand side of the page are links to Time and Absence Reports.

In addition to being easily accessible through the WorkCenter, reports are also accessible on their own individual pages in PAC here: **Main Menu > Manager Self Service > Time Management > TLAM Reports**

Both managers and DTAs can generate reports. Managers can generate reports numbered 1 – 4 below and report #5 is run by DTAs only. When a DTA runs any of these the reports, the results returned are by department.

1. Absence Event Details – this report shows all absence events with their start and end dates, duration, comments and approval/workflow status
2. Absence Balances – this report shows all absence entitlement balances
3. Negative Balance – this report shows negative balances for any absence type
4. Overtime Tracking – this report shows reported hours, either approved or after approval, will generate and overtime payment
5. Reported Time Audit (DTA Only) – this report displays the status and aspects for all reported time within the parameters entered

Useful Links - On the bottom left hand side of the page are convenient links to other pages for Time and Absence activities.

- Manager Delegation Request – where you can delegate your time and absence activities and review/accept activities delegated to you