

# Time and Absence Reports for Managers

## Time and Absence Reports

Time and Absence reports assist with the reviewing and reporting needs of managers and DTAs. Managers can access a set of reports that provides information for their direct reports and DTAs can access additional reports that allow for the review and oversight activities for their department(s).

Reports are easily accessible through the WorkCenter.

### 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

### Menu Navigations

If you are already logged into PAC, the WorkCenter can be accessed from the menu navigation: **Main Menu > Manager Self Service > Time Management > Time & Absence WorkCenter**

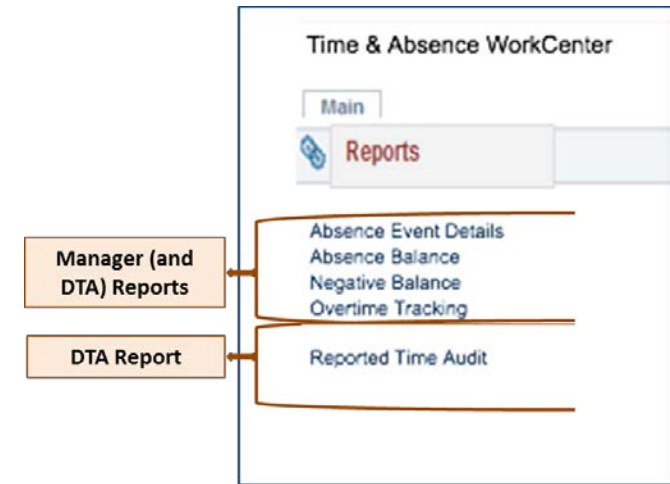
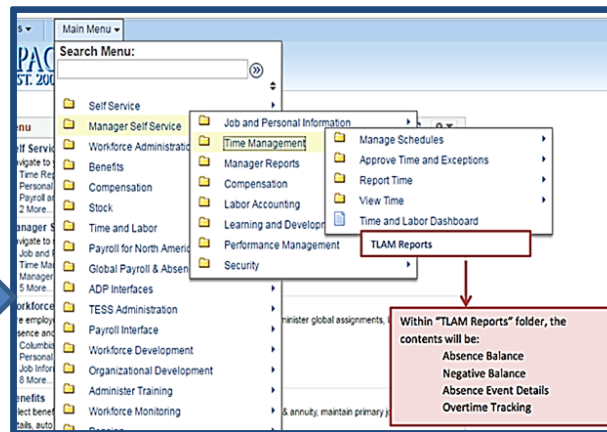
Reports can also be accessed from the menu navigation: **Main Menu > Manager Self Service > Time Management > TLAM Reports**

## WorkCenter Report Location

Report links are located on the upper left hand side of the page and will display those that are available per your role as a Manager or DTA, or both.

**Manager Reports:** Managers and DTAs can generate the following reports. Managers view information for their direct reports and DTAs view information for their 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



**DTA Report:** As a DTA, there is an additional report that you can generate to view Time and Absence Activities for your department(s).

**Note:** If you are a DTA you can generate the Manager reports and the results returned will be for the department.

1. Reported Time Audit (DTA Only) – this report shows detailed information about all aspects of an employee’s reported time

The *DTA report* is accessible through the **WorkCenter** or from the menu navigation: **Time and Labor > Reports > Reported Time Audit**.

# Absence Event Details Report

## Absence Event Details Report Description

The Absence Event Details Report displays all absence events for a manager's direct reports (when run by the manager) or by department (when run by DTA).

## Report Use

This report is useful to see all absence events for your direct reports within the parameters entered in the search criteria window. It is helpful to see this data in a summary view as the absence history page provides an individual employee view only.

It can also be used to view absence history by employee or by absence type. DTAs who run this report will return results for the entire department or within a certain department (if you have access to more than one).

## Report Generation and Entry Parameters

1. Click the *Absence Event Details* report link from the WorkCenter or menu navigation
2. In the 'Report Parameters' section, enter or select from the calendar icon, the **From Date** and **To Date** for the period of time you would like to view (**required fields**)
3. In the 'Report Selector' section, the default view is Absence Detail to view all absence types. If you want to see results for Sick absences, select the 'Sick Days Only' radio button
4. Click the **Generate Report** button to run the report

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID (department)** respectively.

To export the results into Excel, click the export icon at the right side of the Report Results title bar

## Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type, Start and End Dates
- Unit Type (Days or Hours) and Absence Duration
- Last Action Date (last date the absence was acted upon, e.g. date it was approved)
- Manager Approved (Y = yes; N = no)
- Absence Status (Submitted, Approved, Denied, Cancelled, Pushed Back)
- Comments (as entered on the absence request)



Absence Event Details Report

Absence Event Details Report

Report Parameters

UNI  Department ID

\*From Date  \*To Date

Report Selector

Absence Detail  Sick Days Only

Generate Report

Report Results

Name	Emplid	Empl Rod	UNI	Deptid	Dept Name	Absence Type	Absence Start Date	Absence End Date	Unit Type	Absence Duration	Last Action Date	Manager Approved	Absence Status	Comments
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# Absence Balance Report

## Absence Balance Report Description

The *Absence Balance Report* displays all absence balances for a manager's direct reports (when run by the manager) or by department (when run by DTA).

## Report Use

This report is useful to see all absence balances for your direct reports within the parameters entered in the search criteria window. This is helpful to see a summary view as the absence balance page provides an individual employee view only.

It can also be used to view absence balances by employee or by absence type. DTAs who run this report will return results for the entire department.

## Report Generation and Entry Parameters

1. Click the *Absence Balance* report link from the WorkCenter or menu navigation
2. There are no required fields and the report results default to show either your direct reports (managers) or department employees (DTAs)

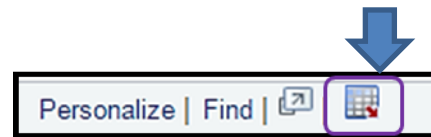
Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID (department)** respectively and then click **Generate Report** button to run the report.

To export the results into Excel, click the export icon at the right side of the Report Results title bar

## Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type and Unit Type (Days or Hours)
- Balance and Balance As Of Date (when the last absence process was finalized)



Absence Balance Report

### Absence Balance Report

**Report Parameters**  
UNI  Department ID

Name	Emplid	Empl Rcd	UNI	Dept Id	Dept Name	Absence Type	Unit Type	Balance	Balance as of Date
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# Negative Balance Report

## Negative Balance Report

The *Negative Balance Report* displays employees who have a negative absence balance for a manager's direct reports (when run by the manager) or by department (when run by DTA).

## Report Use

This report is useful to determine if employees have a negative balance and assist with the review and approval for that employee's absence requests.

Managers should run this report prior to the absence approval deadline to determine if any employees will be going into the negative and for what absence to allow time to edit or push back absences as needed. This provides a quick, last-minute check on any employees who could be going into the negative for the upcoming Absence Calculation about to run and to follow-up to make any needed corrections prior to when absences are finalized for the period, which alleviate additional work needed later to correct balances and absence data post-absence finalization for the pay period.

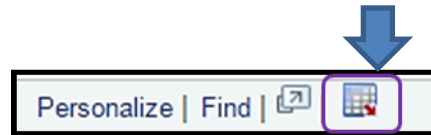
DTAs should run this report for their department after the manager absence approval deadlines for a department level view of employees who will go into a negative absence balance and work with the managers to resolve as needed.

## Report Generation and Entry Parameters

1. Click the *Negative Balance* report link from the WorkCenter or menu navigation
2. There are no required fields and the report results default to show either your direct reports (managers) or department employees (DTAs)

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID (department)** respectively and then click **Generate Report** button to run the report.

To export the results into Excel, click the export icon at the right side of the Report Results title bar



## Report Results

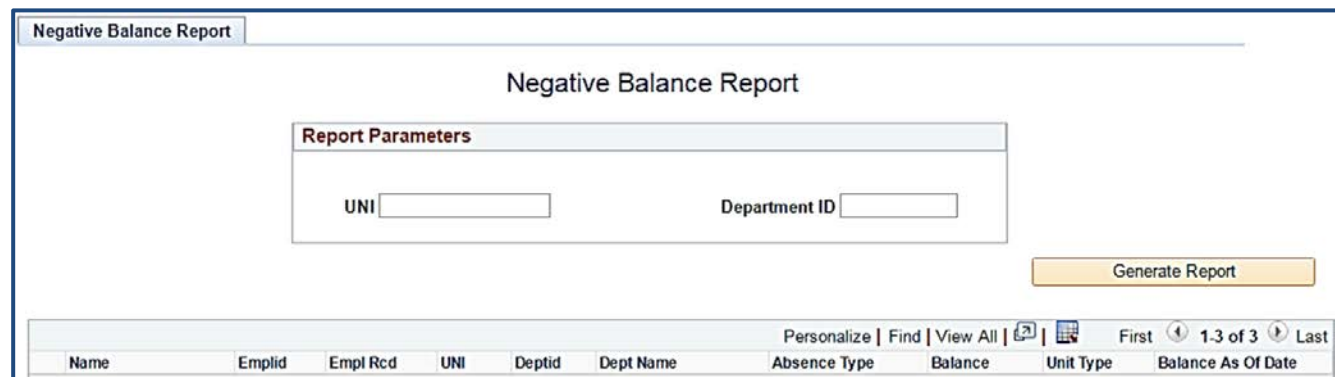
The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Absence Type
- Balance
- Unit Type (Days or Hours)
- Balance As Of Date (when the last absence process was finalized)

For Absence Only Reporters, negative balances will appear for Vacation, Personal and NYC Sick absence types.

For Timesheet Reporters (non-casual or VHO), negative balances will appear Vacation, Personal and NYC Sick and Sick absence types.

For Casual and VHO Timesheet Reporters, negative balances will appear NYC Sick absence types.



**Negative Balance Report**

**Report Parameters**

UNI  Department ID

**Generate Report**

Personalize | Find | View All | [Export Icon] | [Refresh Icon] First 1-3 of 3 Last

Name	Emplid	Empl Rcd	UNI	Deptid	Dept Name	Absence Type	Balance	Unit Type	Balance As Of Date
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# Overtime Tracking Report

## Overtime Tracking Report

The *Overtime Tracking Report* displays employees who have already received overtime pay. It includes any processed pay periods and does not show the current, unprocessed pay period. Results displayed are for the manager's direct reports (when run by the manager) or department employee's (when run by DTA).

## Report Use

This report is useful to determine the amount of overtime hours and earnings are incurred within a pay period or within the entered parameters.

## Report Generation and Entry Parameters

1. Click the *Overtime Tracking* report link from the WorkCenter or menu navigation
2. In the 'Report Parameters' section, enter or select from the calendar icon, the **Pay Begin Date** and **Pay End Date** for the period of time you would like to view (**required fields**)
3. Click the **Generate Report** button to run the report

Optional Parameter Entry– if you would like to view results for a specific employee or department, you can enter the **UNI** or **Dept ID (department)** respectively.

To export the results into Excel, click the export icon at the right side of the Report Results title bar



## Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- Department ID and Department Name
- Pay Group
- Pay Begin and Pay End Dates
- Earn Code
- Overtime (OVT) Hours
- Overtime (OVT) Pay
- Rate Used

A screenshot of the Overtime Tracking Report interface. The title bar shows 'Overtime Tracking Report'. The main heading is 'Overtime Tracking'. Below it is the 'Report Parameters' section with input fields for 'UNI', 'Department ID', '\*Pay Begin Date' (01/01/2017), and '\*Pay End Date' (03/19/2017). A 'Generate Report' button is located below the parameters. At the bottom, there is a table header with columns: Name, Emplid, Empl Rcd, UNI, Dept Id, Dept Name, Pay Group, Pay Begin Date, Pay End Date, Earn Code, Ovt Hours, Ovt Pay, Rate Used. The title bar also includes 'Personalize | Find | View All' and navigation icons.

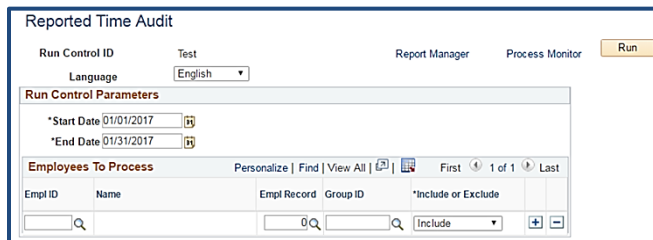
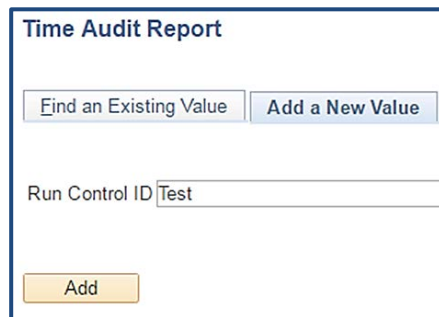
# Reported Time Audit Report - DTAs

## Reported Time Audit Report

The *Reported Time Audit* report displays the status and aspects for all reported time within the parameters entered. Results displayed are for the department employees. Managers cannot run this report but this information is available through your Department Time Administrator.

## Report Use

This report is useful to determine the status of timesheets or when performing timesheet audit activities.



## Report Generation and Entry Parameters

This report is run using a Run Control.

1. Click the *Overtime Tracking* report link from the WorkCenter or menu navigation
2. Click the “Add a New Value” tab and enter a name for the report in the Run Control ID field
3. In the ‘Run Control Parameters’ section, enter or select from the calendar icon, the **Start Date** and **End Date** for the period of time you would like to view (**required fields**)
4. In the ‘Employees to process section, enter or select using the magnifying glass an EmplID to view an employee or Group ID to view your entire group
5. Click the **Run** button to run the report
6. Click the **OK** button to confirm how the report is scheduled
7. Click the **Process Monitor** button to view the report in the list. Note that the report was given an Instance number
8. Click the **Refresh** button until the status for the report reads **Run Status = Success** and **Distribution Status = Posted**
9. Click the **Details** link
10. Click the **View Log/Trace** link
11. Click the **Name** link from the **File List** to view the report (in the format you wish to view)

Optional Parameter Entry– select ‘include’ or ‘exclude’ to view results with or without either the EmplID or GroupID entered.

## Report Results

The report results show:

- Name, Employee ID, Employee Record and UNI
- In and Out times
- Quantity hours
- Timesheet status (SV = Saved; NA = Needs Approval; AP = Approved; DN = Denied; PB = Pushed Back