

# The Manager WorkCenter

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The Time and Absence WorkCenter is a centralized location you can easily access from myColumbia to perform all functions for processing timesheets and absences for your *direct* reports. It works as a dashboard providing a monthly calendar view of absences, convenient links to approve and view your employee's absences and timesheets, and access to delegation and 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 view 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.

**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)

If you are a DTA, you will have an additional tab, "**Manage My Department**" where you can perform additional actions for your department. Access the "DTA WorkCenter" job aid for more information. DTAs who do not have direct reports, will use the Manager Tabs to process timesheet functions for employees in their department.

The screenshot displays the 'Time & Absence WorkCenter' interface. At the top, there are three tabs: 'Monthly Absence Calendar' (selected), 'My Pending Approvals', and 'Manage My Team'. Below the tabs, the 'Monthly Absence Calendar' is shown for February 2017. The calendar grid includes days of the week (Sunday through Saturday) and dates from 1 to 28. A 'Landing Page' box is overlaid on the left side of the calendar. On the left sidebar, there are sections for 'Reports' (Absence Event Details, Absence Balance, Negative Balance, Overtime Tracking) and 'Links' (Manager Delegation Request, View Exceptions History). The top right corner of the interface shows 'Employee ID' and 'New'.

# Monthly Staff Absence Calendar

## Monthly Absence Calendar

The monthly Absence Calendar is the landing page when accessing the WorkCenter. It provides a view of your employee's absences at-a-glance from a single page view as well as a convenient way to approve pending absences.

The calendar defaults to the current month but can be changed by selecting a different month/year at the top of the page.

There are three icons on the calendar that allow you to easily identify:

- **Approved Absences** – noted with a green star. Click the green star and a pop-up box appears showing the number of employees who have an *approved absence* for that day. This is view only and no actions can be taken
- **Pending Absences** - noted with a red star. Click the red star and a pop-up box appears showing the number of employees who *requested absences* for that day
- **Holiday** – University holidays noted with a suitcase

**To Review a Pending Absence:** Click the red star and a pop-up box appears showing the employees who requested the absence for that day. Click the [Go to Approve Absence Requests](#) link in the pop-up window and you will be taken directly to the Approve Absence Request page, where you can see the complete list of all pending requests to review the request.

- To return to the monthly calendar, click the Return button or the "X" at the top right of the pop-up page

Pending absences will only include absences in Submitted status.

## Pending Absences and Delegation

**If you are a proxy for another manager** - You will only see pending requests from your direct reports show on the calendar. If another manager delegated their time and absence responsibilities to you, you will not see their direct reports on the calendar. If you are acting as a proxy, once you click the "Go to Approve Absence Request" link in the pop-up window, you will be asked to make a selection for processing your own transactions or those who were delegated to you.

**If you delegate to another manager** - You will not see any pending requests from your direct reports during the period of delegation as they are in your proxy's queue. However, once the proxy approves the request, it is reflected and can be seen on your monthly calendar.

**Charles Channing**

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select "Process my own transaction".

Choose Delegate

Name	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Process my own transaction			
<input type="radio"/> Bill LaCherly	Director-Finance	Corporate Finance	Jean Parsons

[Continue](#)

Monthly Absence Calendar    My Pending Approvals    Manage My Team

Previous Month    10 - October    2016    Next Month

Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

4    5    6    7    8    9    10

11    12    13    14    15    16    17

18    19    20    21    22    23    24

25    26    27    28    29    30    31

Legend

- Holiday
- Approved Absence
- Pending Absence

**Approved Absence Requests**

Name	Absence Name	Start Date	End Date
Mindy Lathrop	Vacation	10/07/2016	10/07/2016
Pamela Bradley	Personal Day	10/07/2016	10/07/2016

**Pending Absence Requests**

Name	Absence Name	Start Date	End Date	Submitted
Ann Jacobs	Vacation	10/21/2016	10/21/2016	10/14/2016

[Go to Approve Absence Requests](#)

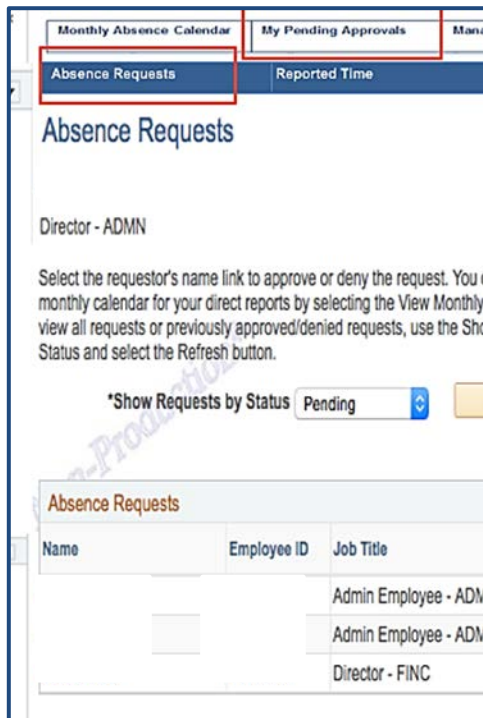
# My Pending Approvals

## My Pending Approvals

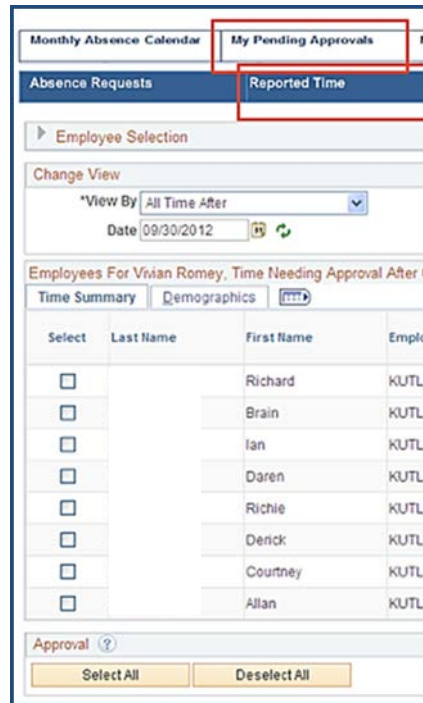
The “My Pending Approvals” tab displays Time and Absence pages where you review submitted absences and timesheets directly within the WorkCenter page. To return to the Monthly Absence Calendar click the “Time & Absence WorkCenter” link in the upper left hand corner.

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

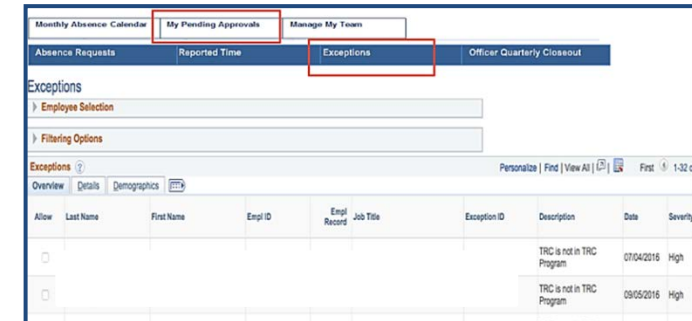
1. **Absence Requests** – Click this tab and the “Absence Requests” page appears where you review pending absence requests from your direct reports.



2. **Reported Time** – Click this tab and all reported timesheets for your review are accessible. You will also receive an email notification when there is a timesheet submitted for your review.



3. **Exceptions** – Click this tab to review and resolve and timesheet exceptions that generated from an employee’s submission. Exceptions noted as “high” must be resolved for the employee’s pay associated with that exception to be processed.



**Reference** the *Managing Absence Requests* and *Managing Timesheets* job aids for detailed information on how to process submitted absences and timesheets.

# Manage My Team

## Manage My Team

The “Manage My Team” tab is where you can view and submit Time and Absence events on behalf of your direct reports 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 four sub-tabs of activities. This is a brief overview of the tasks within the tabs.

1. Absence Requests. Click this tab and the “Absence Requests” page appears where you can submit absence requests on behalf of your direct reports

Monthly Absence Calendar | My Pending Approvals | **Manage My Team**

**Absence Requests** | Absence Request History | Absence Balances

### Request Absence

Admin Employee - ADMN

Instructions: Enter Start Date and Absence Name. Complete the rest of the required field(s) before submitting, or click Save.

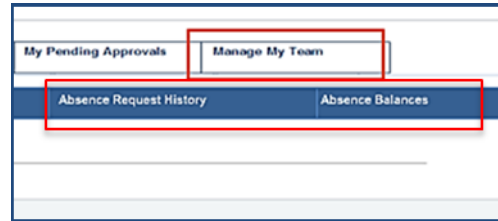
Absence Detail

\*Start Date: 01/19/2017

Filter by Type: All

\*Absence Name: Select Absence Name

2. Absence Request History: Click this tab and the “Absence Request History” page appears where you can view the absence history of your direct reports



3. Absence Balances. Click this tab and the “Absence Balances” page appears where you can view the absence balances of your direct reports

4. Timesheet. Click this tab and the “Timesheet Summary” page appears where you can submit time entries on behalf of your direct reports (manager default).

- a. In addition to a manager’s ability to submit timesheets for their direct reports, DTAs can also submit timesheets on behalf of any employee within their department (if needed).

Monthly Absence Calendar | My Pending Approvals | **Manage My Team**

**Absence Requests** | Absence Request History | Absence Balances | **Timesheet**

### Timesheet Summary

Employee Selection

Change View

\*View By: Week |  Show Schedule Information

Date: 01/27/2017 | Previous Week | Next Week

Employees For Glenn Hough, Totals From 01/23/2017 - 01/29/2017

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
			0	Admin Employee - TECH	0.00	0.00	35.00
			0	Admin Employee - TECH	0.00	0.00	35.00
			0	Admin Employee - TECH	0.00	0.00	35.00

**Reference** the *Managing Absence Requests* and *Managing Timesheets* job aids for detailed information on how to submit absences and timesheets on behalf of your direct reports.

# Reports and Useful Links

## 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**

**Reference** the *Time and Absence Reports*, *Managing Delegations* and *Managing Timesheets* job aids for detailed information on how to perform these activities.

**Manager Reports** – Time and Absence managers can generate the following reports for their direct reports.

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



**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
- View Exceptions History – where you can view a historical listing of exceptions

