**Entering Your Timesheet**

**Timesheets in PAC**

Employees required to enter time into timesheets can do so in PAC and those timesheets route to your manager for approval.

*Time should be entered and saved on a daily basis.* When you access the timesheet it is defaulted to the current pay period. Enter and save your time each day. At the end of each pay period, review all your time and absences entered and then submit your timesheet to your manager for approval.

**Reference** the PAC Timesheet Schedule to see the submission deadlines per pay period.

Multiple entries can be entered for one day to accurately reflect the total types of hours worked or time taken off away from work.

**Time Reporting Codes (TRCs)**

A Time Reporting Code (TRC) is a description of the type of time entered on the timesheet. A TRC must be selected for each row entered. Absences do not require a TRC entry. Different employee groups will have different codes available to them as appropriate.

Managers and Department Time Administrators (DTAs) can also enter and modify your timesheet. You will receive an email notification when anyone approves or modifies your timesheet.

**TRC Definitions**

Most often, the **REG** code for Regular Hours will be used for work hours entered. There are also specific codes for hours such as Holiday Pay Worked.

Below is a chart that describes the TRCs that can be entered by each employee type. For more information, please speak with your manager, DTA or Human Resources representative.

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
<th>Use</th>
<th>Support</th>
<th>Casual/VHO</th>
</tr>
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<tr>
<td>REG</td>
<td>Regular Hours</td>
<td>Regular hours Worked</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>AWOP</td>
<td>Absent Without Pay</td>
<td>Subtract payable time</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CUHO</td>
<td>Columbia University Holiday</td>
<td>For a not worked Paid Holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HOLD</td>
<td>Deferred Holiday</td>
<td>Elect comp time for a worked holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>HOLW</td>
<td>Holiday Pay Worked</td>
<td>For a worked Paid Holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ILPU</td>
<td>In Lieu of Pay Used</td>
<td>Paid time in place of taking time off</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
**Enter Time into Timesheets**

**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 Timesheet” link in the PAC Time and Absence section on the page. The current pay period timesheet appears

If you are already in PAC, the menu navigation is: Self-Service <br> > Time Reporting > Report Time > Timesheet

**Key Entry Points:**
- When entering time into the In and Out fields, use the colon ':' and add am or pm to clearly indicate the time of day. E.g. 9:00am or 5:30pm
- When recording time for a paid holiday, enter the number of hours in the Quantity column and select the CUHO TRC
- Total hours are calculated based on the exact times entered (the system does not round)

**Enter hours worked into timesheet**
1. Click the first ‘In’ field for the day, e.g. Mon and enter your begin time, e.g. 9:00 am
2. Click the next ‘Out’ field and enter the time you left for break, e.g. 12:00 pm
3. Click the next ‘In’ field and enter the time you returned from break, e.g. 1:00 pm
4. Click the final ‘Out’ field and enter your ending time for the day, e.g. 5:00pm
5. Click the Time Reporting Code dropdown arrow to select the category for the hours, this is REG-Regular for worked hours
6. Click Save for Later, your entry is saved
7. Continue entry each day of the pay period. As you enter, you will see the total reported hours alongside your regularly scheduled hours

A comment (optional) can be added to the time entry. Click the bubble icon in the comment column.

**Enter paid holidays or other TRCs into timesheet**
1. Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. CUHO
2. Enter the total hours in the Quantity column, e.g. 7
3. Click Save for Later, your entry is saved

**Note:** Once saved, you can see the total hours entered for the day in the Punch Total column (or Quantity column) and also in the Reported Time Summary on the bottom of the sheet. The Reported Status for the day also displays “Saved”.

**Key Review Points:**
- Casual employees and Variable Hour Officers are paid per the approved time entered
- All other time reporters must ensure that the total time submitted equals at least their scheduled hours. Submitted hours may be greater than scheduled if you work overtime

![Image showing timesheet entry example]

- Daily Time Entered (or Quantity) = Scheduled Hours
- Time Entered
- TRC Selected
- Quantity entered for time when not working, e.g. holiday
Enter Multiple Partial Day Work Hours –
If your workday consists of multiple types of entered time, it is indicated in the timesheet by entering the number of hours for one Time Reporting Code and then adding a new row to enter hours for another Time Reporting Code.
1. Click the first ‘In’ field for the day, e.g. Mon and enter your begin time, e.g. 9:00 am. You can enter “9a”
2. Click the next ‘Out’ field and enter the time you left for break, e.g. 12:00 pm. You can enter “12p”
3. Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. REG
4. Click the “+” sign at the end of the row and a new row opens for that day
5. Now you can enter the hours for additional time worked that day into the ‘In’ and ‘Out’ fields (e.g. In = 1pm and Out – 5pm)
6. Click the Time Reporting Code dropdown arrow to select the category for the hours, e.g. ILPU – In Lieu of Pay Used

Additional time entry rows are also added to record days with multiple breaks.

Submit a Timesheet
Timesheets must be submitted once completed at the end of the pay period. Your manager will receive a notification that time was submitted for approval.

Prior to submitting the timesheet, review for completeness and confirm all hours worked and absences taken for the pay period are entered and that the reported hours including any absences are at least equal to your scheduled hours. **Do not request more absence time than what is available as the excess time will not be paid.**

1. Click the ‘Submit’ button on the bottom of the timesheet
2. Click the ‘Ok’ button for the Submit Confirmation message. The timesheet routes to your manager for approval. The Reported Status is now “Needs Approval”. Once your manager approves it, the status will change to “Approved”.

You can edit a saved, submitted or approved time entry and submit it again for review up until the submission deadline for the pay period.

**Note:** The In and Out time for a day’s entry cannot be the same. For example, if the first set of times are “In = 9am and Out = 12pm”, the next “In” time cannot begin at 12pm.
Editing Your Timesheet

**Entering Your Timesheet**

Timesheet edits can be made for a period of up to 60 days in the past (from the current date).

**For the current pay period:** You can edit a timesheet during the current pay period even if it has already been submitted or approved. Changes can be made until the time process runs for the pay period. Simply edit the entries and “Submit” the timesheet again before the deadline and it will route to your manager for approval.

**For prior pay period time entries:** Navigate to the desired pay period timesheet using the calendar or navigation links on the Timesheet Entry page. Make any required changes to the selected timesheet and “Submit” it before the deadline and it will route to your manager for approval.

Examples of edits include:

- **Adjust work hours** - click in the “In” or “Out” field to change entered time
- **Add or remove a time entry row** - click “+” or “-” buttons to add or delete a row. When deleting a row, click Save before submitting to revert the row to “New”
- **Adjust the type of hours** - select a different Time Reporting Code, if applicable

Remember to ensure that the reported hours including any absences are at least equal to your scheduled hours.

**For prior processed pay periods greater than the past 60 days,** contact your manager/DTA.

**Correcting a Returned Timesheet**

If a question arises on a time entry, managers can ‘Deny’ or ‘Push Back’ an item to indicate that it requires a change or needs to be removed. If this occurs, you will receive an email that your timesheet was modified and you can log in directly from the email to review it:

a. **Review** the comments in the “Comments” field next to the ‘denied’ or ‘pushed back’ item
b. **Delete** the denied or pushed back item by clicking on the “-” sign at the end of the row and then “yes” to confirm removal. *You must delete the pushed back/denied row and then re-enter the time for that day*
c. **If a re-entry is needed**, re-enter the correct time data and submit the timesheet
d. **Absences ‘pushed back’** from the manager can also be edited through the absence tab beneath the timesheet. (see next section)

**Note:** managers can also make edits directly to your timesheet. You will receive a notification email if someone else modifies your timesheet.

**Adding a Comment**

Click the bubble icon in the Add Comments column for the date needed. Enter your comment in the field and then click “OK”.

**Viewing Time Entry Status**

To view the status of time entries, click the link in the Reported Status column and the Timesheet Approval Monitor appears. Here you can view the chronological actions taken for each item.

**Note:** Reported Time does not mean the same as Payable Time. All types of hours entered on a timesheet count toward the **total** Reported Time. This includes any denied absence hours or any absence without pay hours entered. When this occurs, you will notice that you may have more reported hours than your scheduled hours but it does not mean that all reported hours are payable time.
**Enter Absences into the Timesheet**

Absence requests during or beginning in the current pay period can be entered directly on the timesheet page using the Absence tab beneath the timesheet.

Absences outside of the current pay period are requested using the Absence Request page. See the “Entering Absence Requests Job Aid” for steps. These absence entries appear on the corresponding timesheets for the date(s) requested.

**To add an absence event in the Timesheet:**
1. Click on the Absence tab at the bottom of the sheet
2. Click Add Absence Event
3. After selecting the absence type and dates, three displays of absence balances appear for the type chosen:
   a. balance as of the last time the absence process ran
   b. balance through the request dates
   c. balance through the Fiscal Year
4. Select the Start and End Date for the absence
5. Select the type of absence from the Absence Name dropdown menu, e.g. Sick
6. *Click the Details link and the Absence page opens. *you must click the Details link in order to submit the request
7. If a full day absence, click Calculate Duration then OK. For partial absence events, see next section.
8. Click Submit. The total hours and type of absence now appear on the timesheet.

**Important! You can also “Save for Later” but if only saved, you must edit the absence to be able to submit it.**

To edit a saved absence, click Edit next to the absence event, then repeat steps 5 – 7 above.

Refer to the Entering Absence Requests job aid for steps and information on absence entries.

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**To enter partial absence events** - If your workday consists of a partial absence event and/or a partial amount of worked time or another partial absence event, it is entered as follows.

1. Follow steps 1 – 5 above to begin entry, then
2. In the Partial Days dropdown menu, select the appropriate type, e.g. Start Day Only Tip! Refer to the Entering Absence Requests job aid for more information on the Partial Days dropdown selections
3. Enter the number of hours for the absence in the Start and/or End Day Hours fields, as applicable, e.g. 3
4. Click Calculate Duration, OK then Save for Later or Submit. The partial hours and type of absence now appear on the timesheet. *Remember to submit saved absence entries
5. If the remainder of the partial day consists of Regular hours, click the “+” sign next to the partial absence event (on the timesheet) and a new row opens for that day. Now you can enter the hours worked into the ‘In’ and ‘Out’ fields. E.g. A 4 hour timespan added to the 3 hour absence for a total of 7 hours for the day
6. If the remainder for the day consists of another type of absence, follow steps 1 – 4 above to select the type of absence and hours for that same day. E.g. 3 hours NYC Sick plus 4 hours vacation

You will see the total hours for the day divided among the multiple types of time/absences (see example on other page)
**Editing Absences on the Current Timesheet**

*For absence entries via timesheets,* click “Edit” next to the absence (in the Absence Tab) to open the entry fields.

a. **To cancel the request,** select the “Cancel” box for the absence item (next to Edit box) and then click ‘Yes’ to confirm and then click ‘OK’ to return to the Request Details page and then ‘Submit’ the timesheet

b. **To change the type of absence,** select the new absence type from the “Absence Name” drop down list and then ‘Submit’ the timesheet

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,** after clicking ‘Edit’, click the ‘Details’ link. Modify the request to reflect the correct partial absence timeframe then click ‘OK’ to return to the Request Details page and then ‘Submit’ the timesheet

**Key Points:**
- Cancelled and denied absences cannot be resubmitted
- To remove an item from your Absence Event History, contact your manager and DTA
- You can report other types of time on a cancelled absence day by entering the time in the timesheet row for that day
- You can report other types of time on a denied absence by clicking the “+” sign to create a new row and then entering the time data

**For prior processed pay periods**
- Once an absence has been processed, it cannot be edited in the timesheet or the Absence Request History page
- To **record a new absence** that took place in a prior pay period (within the past 180 days), enter it on the Absence Request page. Then update the time entries as follows depending on the date for the absence
  - If the absence was within the past 60 days, navigate to that pay period timesheet to remove/adjust the entered hours/time type for that absence day as applicable
  - If the absence was greater than the past 60 days and less than 180 days, contact your manager/DTA to make the necessary adjustment to the timesheet
- To **edit absence events that were already processed,** contact your manager/DTA