PAC Timesheet Entry – Job Aid

Visit the [HR Manager Toolkit](#) for more information on HR related policies, processes and training.

Purpose:
This job aid provides the high level steps on how to enter your timesheet. For detailed information, visit the [Course Catalog in the HR Website](#).

Step 1: **Log in to PAC Time and Absence**
Navigate to ‘my.columbia.edu’ and log in with your UNI and Password. Click the “Submit Timesheet” link in the PAC Time and Absence section on the page. The current pay period timesheet appears.

Step 2: **Enter hours worked / time off into timesheet**
- For hours worked: Enter the time you begin work, take a break, return from break and end time. For example, “9:00 am 12:00 pm 1:00 pm 5:00 pm.” Continue entry for each day worked in the pay period.
- For other type of time entries: Enter the quantity of hours for that time. For example, “7.00 hours for a holiday.”
- If entering a partially worked day, enter the amount of worked hours and then either add an absence or other type of time (e.g. Absence without Pay) to equal your scheduled hours for the day.

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

Step 3: **Select the Time Reporting Code**
Click the dropdown arrow to select the category for the hours. For example, REG-Regualr, HOL – Holiday, etc.

Step 4: **Submit the Timesheet**
Click **Submit** after each entry to send the timesheet to your manager for review. You can continue submitting until the pay period due date.

Absence Option: **Enter an Absence for the current pay period from the Timesheet**
Click on the **Absence** tab at the bottom of the sheet and then click **Add Absence Event** to enter the dates and type of absence. Click **Calculate Duration** and **Submit**. If this is a partial absence, remember to add the remaining type of time to the day by clicking on the “+” sign.