Purpose:
This job aid provides the high level steps to approve PAC timesheets. For detailed information, click here.

Step 1: Access Employee’s Timesheets
Navigate to ‘my.columbia.edu’ and log in with your UNI and Password. Click the “WorkCenter” link. Timesheets to review are located in My Pending Approvals > Reported Time tab. Click the last name of the employee’s timesheet to review.

Step 2: Review Hours Worked / Time Off Entries for the Pay Period
- Compare the Reported hours to the Scheduled hours to confirm the timesheet is whole or if there are over reported (overtime exists) or under reported hours (missing entries).
- Confirm time entries accurately depict the type of time for the pay period. Hours worked entries in the In and Out columns; Time Reporting Codes are accurate for the type of time; other types of time entered in the quantity column and correct TRC, e.g. “7.00 hours for a holiday or Absent without Pay.”
- Confirm absence entries accurately depict the amount of time taken off and that the employee has enough time in their absence balance to take.
- Resolve any Exceptions that may have generated. Access them via the email notification or through the WorkCenter - “My Pending Approvals” tab and then the “Exceptions” tab.

Access the Payroll Calendar with Submission Deadlines per Pay Period Document on this Site:
- Employee timesheet submission is 12 noon on the deadline day
- Manager timesheet approval is 5 pm of the deadline day

Step 3: Take Action on the Timesheet
- Approve/Deny/Push Back the timesheet as needed. If denying or pushing back, include a comment for the employee for guidance on how to correct.
- You can also Update any entry yourself. Remember to submit the entry prior to approving it.