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 Absence Requests link in the PAC Time and Absence section on the page.

Step 2: Enter Absence Details
- Select the type of absence from the Absence Name drop down menu. Note any balance information that displays and ensure you have enough time for the absence.
- Enter the Start and End Dates for the Absence. If absence is for one-day, enter the same date in both the Start and End Date fields.
- If the request includes a partial day, select the appropriate option from the Partial Days dropdown menu. Enter the number of partial hours or half-day indicator as applicable per the absence type and employee type.
- Click the Calculate Duration button. The duration of the absence displays and balance information updates (if applicable). Negative vacation or personal time balances appear in red.

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

Step 3: Submit the Absence Request
Click Submit to request the absence and send to your manager for approval or click Save for Later to submit it at a later date. Saved absences are submitted from the Absence Request History page.