How to Access HR Manager Pages in PAC – Job Aid

Visit the CUHR website at hr.columbia.edu for more information on HR related policies, processes and training.

Step 1: Access the myColumbia Portal
Navigate to ‘my.columbia.edu’ and log in with your UNI and Password. Links appear across the top and access to pages is determined by your security role(s). HR Manager Resources tab will be available immediately once access is administered. Enterprise Reporting tab will be available the day after access is administered.

Step 2: Access HR Manager Resources Page – PAC, Reports, Tools and Additional Resources
Click the “HR Manager Resources” link where you can access PAC (Manager Self-Service, Template-Based Hire, Labor Accounting), Reports as well as various Tools and Resources.

To access PAC, click the ‘Go to PAC’ link in the People @ Columbia section.

To access HR Reports, select the report suite link from the options in the ‘Reports’ section. Available reports include:
- Manager Self-Service Reports
- Labor Accounting Reports
- HR Manager Reports (via the HR Data Store)
- Payroll Reports
- Student Information System (SIS) Reports

Note: The reports accessible in this section are PAC reports, HR Data Reports as well as links to some Payroll Legacy and SIS reports. The ARC Portal contains Financial Reports and the Enterprise Reporting Portal also contains various University Reports (available per your access). For more information on generating reports, refer to the training guides available on the CUHR website.

You can also access additional resources such as ‘Tools’, ‘Training’, and ‘Hiring and Staffing’. Within each section, there are links to information and various sites.
Step 3: Access Manager Self Service (MSS), Template-Based Hire (TBH), Labor Accounting and PAC Time and Absence (pilot groups only) in the PAC Menu

- For **Manager Self Service**, navigate to ‘Main Menu > Manager Self Service’
  - MSS pages including ‘Terminate Employee (for eTermination) are located in the Job and Personal Information folder
- For **Template-Based Hire (TBH)**, navigate to ‘Main Menu > Manager Self Service (MSS) > Job and Personal Information’
- For **Labor Accounting**, navigate to ‘Main Menu > Manager Self Service (MSS) > Labor Accounting’
- For those participating in the PAC Time and Absence Management Pilot – (Columbia Business School, CUIT navigate to
  - Absence and Time Reporters - ‘Main Menu > Self Service > Time Reporting’
  - Absence and Time Approvers - ‘Main Menu > Manager Self Service > Time Management’
Key Points:

1. PAC is available daily except for hardware and software maintenance.

2. PAC is not available:
   - **Thursday:** 5:00 p.m. – 7:00 p.m.

3. For detailed PAC training information, visit the Course Catalog in the HR website at http://hr.columbia.edu/course-catalog/search.

4. In order to make sure your personal information remains private, remember to **log out of PAC** by clicking the “Sign Out” link in the upper right corner of the page when you are finished.

5. Also, when you are finished, in order to make sure your work information remains private, remember to **log out of the myColumbia Portal** by clicking the “Log Out” link in the upper right corner of the myColumbia portal page.

6. If you are accessing People@Columbia from a public access terminal, e.g., campus kiosk, please be sure to also close the browser, and relaunch the browser, to help make sure that your personal information remains private.

7. In general, please access People@Columbia only from locations with which you are familiar; avoid internet cafes, conference kiosks, etc.