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 in to the Timesheet
- For hours worked: Enter the time you begin and end tutoring sessions. For example, “9:00 am 11:00 am” or “1:30pm 3:30pm”. Continue entry for each day worked in the pay period.
- CBS Tutors are paid per the approved time entered.
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. The categories reflect the session types.

Step 4: Submit the Timesheet
Click Submit after each entry to save your submission and 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 timesheet and then click Add Absence Event to enter the dates and hours for the absence. Click Calculate Duration and Submit.