PAC Timesheet Entry for Support Staff and Hourly Officer Employees – Job Aid

Visit the PAC Time and Absence page on the HR Website for more information.

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 types of 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. Submitted hours may be greater than scheduled hours if you work overtime.

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-Regular, CUHO – Holiday.

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 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.