Dear Administrators and Staff:

Beginning today, August 4, 2020, please log into People@Columbia (PAC) via [myColumbia](#) to submit your timesheets and/or absence requests – vacation, personal days, sick time, NYC Sick time, etc. Time sheets and absence requests will be routed to your manager for approval.

How do I access the system?

Before logging into myColumbia and People@Columbia (PAC) to use the new functionality, please clear your browser's cache. For instructions on clearing your cache, please refer to the [Clear Browser Cache instructions](#) available on the CUIT website.

Logging into PAC

- Open your browser and navigate to [my.columbia.edu](#)
- Click "Log In Now"
- Enter your UNI and Password
- Click "Login." You are now on the Faculty and Staff page
- All employees -- click the "Absence Requests" link in the PAC Time and Absence section on the page to submit requests
- Time reporters – click the "Submit Timesheet" link to access the timesheet
- Managers -- click the "Time and Absence WorkCenter" link to access and approve timesheets and absence requests

Please Do Not Forget: *Multi-factor authentication is now in place for all employee self-service and PAC functionality. If you have not already done so, [please review the information on how to use MFA available on the CUIT website](#)*

Where do I go if I have questions?

Training documents and video demonstrations are available at any time on the [CU Human Resources website](#).

Full-time Officers of Administration, Support Staff, Hourly Officers, and Student Appointments
Elizabeth Alicea, ea3@columbia.edu

Variable Hours Officers and Student Casual Employees
Yesenia Ozoria-Urena, yo2152@columbia.edu

Additional reference materials, including Human Resources guidelines as well as electronic forms, may be found on the GSAPP Human Resources webpage [here](#).

Best,

Janet Reyes