Subject: NEW: Absence Management System

Dear Administrators:

We are pleased to announce that the Graduate School of Architecture, Planning and Preservation will begin using the University's new Absence Management system in August.

Beginning on August 4, 2020 you will log into People@Columbia (PAC) via myColumbia to submit your absence requests – vacation, personal days, sick time, NYC Sick time, etc. All absence requests will be routed to your manager for approval.

What do I need to do?

Over the next couple of weeks, you will receive training materials and an invitation to join a webinar on the new absence management system.

What are the Features of the system?

Absence Management is a paid time off tracking system that is integrated with the University's Human Resources system, PAC. Some of the features available in this new time off system include:

- **Absence Forecasting Tool** – use this tool to forecast future _vacation and personal day absences to_ determine if you have enough available time to take the absence.

- **Additional Absence Balance Views** – when entering a vacation or personal day request, you will see three balance amounts. If the projected balance is negative, it will be highlighted in red on the Absence event page:

    1. **Current Balance:** as of the last date Absence finalized for the employee (date is displayed).
    2. **Balance Through this Request:** balance through the request date and includes submitted or approved absences through current request
    3. **Balance at 06/30/YEAR:** the balance through the end of the Fiscal Year

- **Manager WorkCenter** – a dashboard for managers to review and approve absences and timesheets for their direct reports from a single location.

Reports – Managers can access reports related to Time and Absence information for their direct reports.

How Can I Learn about the System?

Training documents and video demonstrations are available at any time on the CU Human Resources website.

Where do I go if I have questions?

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