

Subject: NEW: Paperless Timekeeping and Absence Management System

Dear Administrators and Staff:

We are excited to announce that the Graduate School of Architecture, Planning and Preservation will begin using the University's new online **Time & Labor and Absence Management (TLAM)** system—a digital timekeeping and absence reporting tool that will replace paper timesheets—beginning on Tuesday, August 4th.

There are two modules that will be implemented as part of our adoption of TLAM:

Time & Labor will replace the paper timesheets that are currently being used by support staff, hourly officers, variable hours officers, and student casual employees (including students appointed as research or teaching assistants and those who receive guaranteed summer funding).

Absence Management will replace the annual attendance tracking worksheets currently completed by full-time officers of administration and will be used to submit and track absence requests (vacation, personal days and sick time) for all employees.

Additional information and guidance will be sent prior to the August launch. In the meantime, visit the Time and Attendance page on the [HR Website](#) to learn more about the TLAM system and to explore training videos and materials. Online webinars will also be offered and if you are interested in attending one of the webinars, the registration information will be provided soon.

On August 4th, the system will have your absence balances as of June 30, 2020. If any time off is taken during the month of July, please keep track of that time and once we are live you can enter the absences retroactively to July 1st.

If you have any questions, please feel free to reach out to:

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