

Subject: NEW: Time & Labor System

Dear Support Staff, Hourly Officers, Variable Hour Officers, Student Casual Employees and Student Officers:

We are pleased to announce that beginning on Tuesday, August 4 we will begin to use electronic timesheets, replacing the paper forms we use now.

## **What's New**

### ***Time Entry***

1. Beginning with the Bi-weekly pay period (08/03/2020 – 08/16/2020), Time Reporters will enter their time into the electronic timesheet and no longer use paper timesheets.
2. Time Reporters will also begin to use PAC to request time off (vacation, sick leave, etc.).
3. Managers will approve timesheets electronically, eliminating the need for FFE entry by the Department Administrators.

### ***Absence Management***

**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

**Absence Approvals** – all absence types (including Sick and Personal Days) will now require approval and will route to your manager via workflow, once submitted.

### **Manager and Department Time Administrator (DTA) Pages**

*The Manager WorkCenter* – a dashboard for managers to review and approve absences and timesheets for their direct reports from a single location. A link to the WorkCenter will be available on [myColumbia](#) beginning August 4.

*The DTA WorkCenter* - a dashboard for DTAs to easily access time and absence information for their departments from a single location. A link to the WorkCenter will be available on [myColumbia](#) beginning August 4. DTAs have access to an additional tab to manage time for their department.

*Reports* – Managers and DTAs can access reports related to Time and Absence information. Managers view results for their direct reports and DTAs view results for their department(s).

**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**

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

Best,

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