# Leave Reporting at TC
# Cheat Sheet

This cheat sheet is to provide you with the basic steps to fully access the web for leave reporting and approve leave reports. If you have any questions, encounter any problems or need assistance, please contact Payroll at extension 3047.

## Employee On-line Leave Reporting

| Step | Action |
|------|--------|
| 1 | You can access Leave Reporting through the TC home page. Click on the "Faculty and Staff" Icon. Under quick links, click on "Online Information System for Employees". <br><br> Or you can click on this link https://info.tc.columbia.edu/ |
| 2 | Click the **Login** button. |
| 3 | From the main menu, select **Employee Services**. |
| 4 | From the second menu, select **Employee Services.** |
| 5 | From the employee page, select **Leave Report.** |
| 6 | Select the leave report period and click the **Leave Report** button. |
| 7 | Once you are at the leave reporting date, select the link under a date to enter hours. Select **Next** or **Previous** to navigate through the dates within the period. |
| 8 | Before you submit your time, you can copy your initial entry to additional days for the specified leave period by selecting the **Copy** Icon on the leave report. If you do not need to copy any time, then you can click **Submit** and skip to **Step 11**. |
| 9 | From the Copy page, click on the days you want to copy your time to click **Copy** and then **Leave Report.** After you copy your leave time, you can submit your request. |
| 10 | Once you click **Submit**, the system will ask you to certify that you entered the proper information by re-entering your **PIN**. |
| 11 | Exit the system by clicking on the Exit icon. |
| 12 | Leave reports are due on the 20th of the month for the prior month. For example, September's report is due on October 20th.  Furthermore, if an employee fails to submit their September (e.g.) report by the end of October, their direct deposit privileges will be cancelled, and their November salary will be converted to a "live" check  and held in the payroll office until the leave issue is resolved. |