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.

Supervisor On-line Leave Reporting review and approval

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". Or you can click on this link https://info.tc.columbia.edu/
2	Enter the **user ID** (your TC Identification number) and **PIN** (Obtain your PIN from HRIS, if you don't know it) in the appropriate field.
3	Click the **Login** button.
4	From the main menu, select **Employee Services**.
5	From the second menu, select **Employee Services.**
6	From the employee page, select **Leave Report.**
7	Under selection criteria, select **Approve or Acknowledge time** and click submit
8	Select **Leave Report** and leave period on the approver selection page
9	To determine the sort order, select the appropriate radio button
10	Click the **Select** button
11	Select the employee's name to access additional details
12	**Approve** their time, **Return it For Corrections** or make your own edits. Before you click return for corrections, make sure to **Add Comments**.
13	Exit the system, by clicking on the "Exit" icon.
14	Contact Payroll at 3047 if you have any questions or encounter any problems.