SUNY Time and Attendance System
UUP and Management Confidential

Human Resource Management
Last Revised: April 2022
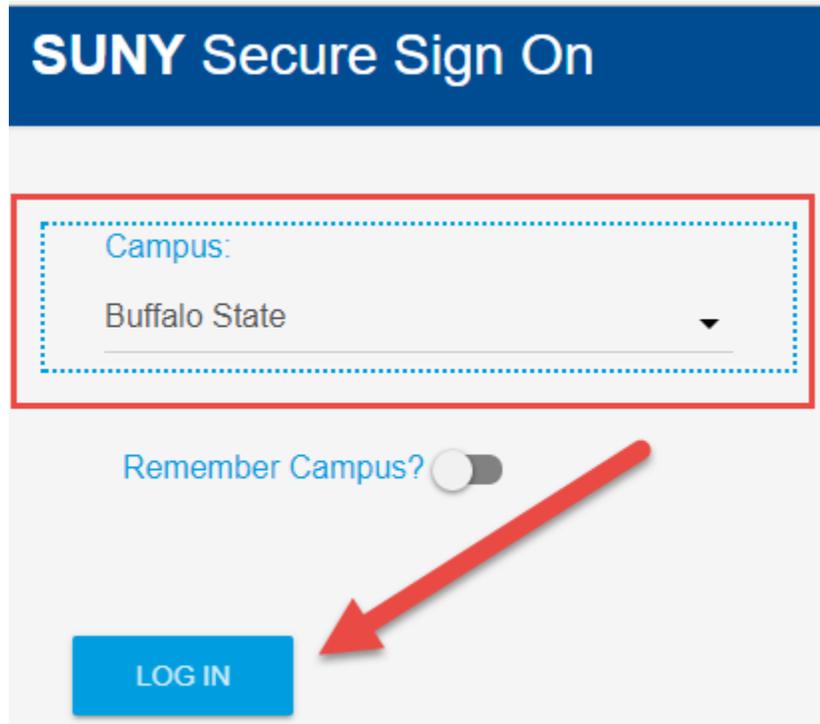
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Sign In

1. Open a web browser (Chrome preferred) and enter https://www.suny.edu/hrportal (URL is case sensitive).
2. Select Buffalo State from the dropdown menu and select Login.
3. Enter your Buffalo State NT Username and Password and select Sign In.

Note: If this is the first time you sign in, you may be asked to verify your name, birthdate, and SUNY ID (contact HRM).

Upon successful login, you will see a Message Board (Notifications) informing you of overdue records, expiring holidays, approaching max limit by year end, and the icon for Time and Attendance.

At this portal, you may also:
- View and print your pay statement
- Use the Self Service feature to update your home address, phone numbers, and emergency contacts
- Print your W-2
- Change your tax withholdings

To proceed:
1. Select the Time and Attendance icon.
2. Select your <u>Current</u> employment role status
3. Select Time and Attendance.
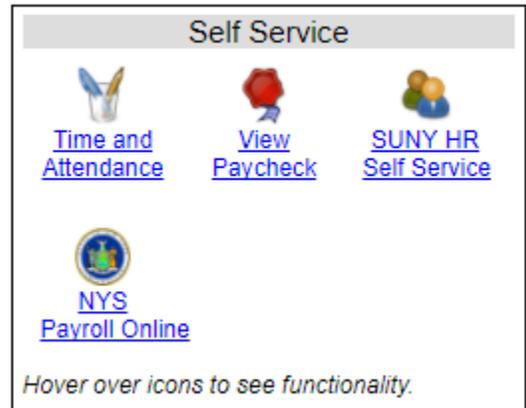
Initiate Time and Attendance Record

1. Select the Accrual Period Month from the dropdown menu that you wish to work on and select Change Period.
   a. New = future month accessible for updates
   b. Working = accessible for updates
   c. Pending = submitted to supervisor
   d. Approved = approved by supervisor

2. Double click on the day to add or update an accrual charge.

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday Floater	Holiday Regular	Non-Chargeable Time	Reason
Beginning	18	19	0	0	0	0	1	0	
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Sub-Total	18.0	19.0					1.0		
Earned	1.25	1.25	0.0	0.0	0.0	0.0	0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending	19.25	20.25					1.0		

Includes family sick leave balance

Time Charged   Double-click a day to add or update an Accrual Charge

October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

3. A separate Single Day Leave Time Off Record window will open. The From date will automatically populate from the date selected on the calendar.
4. Enter the accrual amount in the appropriate leave category that you wish to charge.
   Note: Accruals must be charged in increments of .25 days (e.g., .25, .50, .75) or 1.00.
5. To submit a multiple day request, select Show Multi-Day on the upper right hand corner of the time off record pop-up box. The To Date field will now be available to enter a date range. Since time charged cannot span across multiple months, please enter the charge(s) for each month.
6. For Non-Chargeable time, enter the number of days and select the non-chargeable type from the dropdown menu.
7. Select Save. After saving, you will be returned to the time and attendance record you were previously working on. The time off entered will appear on your calendar and you will have an opportunity to review your record and make any necessary changes.

Time Record Posting

Single Day Leave   Show Multi-Day

From Date:	10/09/2012
Vacation:	0
Sick:	0
Family Sick:	0
Holiday:	0
Floater:	0
Voluntary Work Reduction:	0
Deficit Reduction:	0
Lost Time:	0
Military Leave:	0
Non-Chargeable:	0
Non-Chargeable Type:	Administrative Leave ▼
Adjustment Reason:	Select ... ▼
Comments (r) :	

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

Save   Cancel

Review Accrual Balances

Your ending balances are automatically updated from the information you entered on your calendar.

- Family Sick Used is deducted from your sick leave balance. **Up to 30 days of Family Sick Leave is allowed per contract year.**
- Non-Chargeable time is tracked and not deducted.

Accrual Balances										
Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday Floater	Holiday Regular	Non-Chargeable Time	Reason
Beginning	18	19	0	0	0	0	1	0	
Charged	0.0	3.0	2.0	0.0	0.0	0.0	0.0	1.0	Jury Duty-FMLA
Sub-Total	18.0	16.0	2.0				1.0	1.0	
Earned	1.25	1.25	0.0	0.0	0.0	0.0	0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending	19.25	17.25	2.0				1.0	1.0	

* Includes family sick leave balance

Submit Time and Attendance Record to Supervisor

Employees should complete their time record on a monthly basis and submit it electronically to their supervisor. Your attendance record is due on the first of each month.

1. Once your time and attendance record is complete, check the box to certify that the information entered is accurate. Note, falsification of an attendance record constitutes a serious violation of the attendance rules and may serve as a basis for disciplinary action.
2. Select Submit To Supervisor.
   Human Resources will receive your record after your supervisor has approved it electronically.
3. If you do not wish to save or submit your record at this time, select Cancel/Return to Home.

☐ **I certify that this time report represents a correct accounting for the specified period.**

[Submit To Supervisor] [Save Time Record] [Cancel/Return to Home]

[View Holidays] [PDF Report]

Note:

- Before submitting your time and attendance record to your supervisor for approval, you may add optional comments.
- You may work on future time and attendance records but the system will not allow submission of a record until your supervisor approves the previous month's record.
- Faculty may certify and submit a time and attendance record directly from the summary page if there are no charges within the month. Only one record (the earliest working one) may be submitted at a time.

Time and Attendance Record Disapproved by Supervisor

If your time and attendance record was disapproved by your supervisor, it will appear in the Accrual Period dropdown menu in "Disapproved" status. You will be able to make any necessary changes and re-submit it to your supervisor.

Accrual Period

October 2012 ~ Working   **Change Period**

Request Time Off (Optional)

1. Select Request Time Off on the toolbar.
2. Double click the day on your calendar you request to take off.
3. To submit a multiple day request, select Show Multi-Day on the upper right hand corner of the time off request pop-up box. The From Date field will automatically populate from the date clicked on the calendar.
4. Enter the number of days in the appropriate leave category that you wish to charge.
   Note: Accruals must be charged in increments of .25 days (e.g., .25, .50, .75) or 1.00.
5. Click Save. You will be returned to your calendar.
6. Select the radio button next to the date and or date range requested and select Submit To Supervisor.
7. The status will change from Saved (S) to Pending (P) on the calendar and under Previously Submitted Leave Requests.

21	22	23	24	25	26	27
	Vacation Leave (P)					
28	29	30	31			

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

Previously Submitted Leave Requests

Select	Status	Requested Leave Dates	# of Days	Leave Type	Leave Reason	Date Submitted	Date Approved
◯	Pending	10/22/2012	1	Vacation Leave		10/18/2012	
◯	Pending	10/08/2012 - 10/12/2012	5	Vacation Leave		10/17/2012	

8. When a Request for Time Off is approved by the supervisor, the status will change to Approved (A).

Delete a Pending or Approved Request for Time Off

1. Select Request for Time Off on the toolbar.
2. Under Previously Submitted Leave Requests, select the applicable date(s) and click Delete.

Print a Time and Attendance Record

To print a paper copy of your time and attendance record, select PDF Report.

E-mail Notifications

E-mail notifications are automatically sent from the time and attendance system nightly for:

- Overdue time and attendance records
- Time Off Request denied or approved
- Time and attendance record disapproved
- Expiring holidays
- Approaching max limit by year end, etc.
- Pending time and attendance records that require your review and action (supervisor)
- One of your employees, who is a supervisor, has expiring time and attendance items that require review and action (supervisor)

The system-generated e-mails are from donotreply@suny.edu. Please be sure it is whitelisted.

Tip: Set up a monthly reminder on your Outlook calendar to remind you to complete your attendance record.

Holidays

If a holiday (regular or floater) is available within the month and **not worked**, no action is needed.   If a holiday **is worked**, enter the accrual earned in the Earned Amount field and click Save to update your holiday accrual balance.

View Holiday displays a list of holidays/floaters that have been accrued along with the expiration date.

Part-time employees will earn based upon work schedule. Use the comments box to indicate your set schedule. This is mandatory for calculation of holidays earned.

A list of current holidays is available at http://hr.buffalostate.edu/holidays.

Holidays must be used within one (1) year of accrual; therefore, the maximum holiday balance allowable is 12.

Accrual Charges
Accruals must be charged in quarter day increments (e.g., .25, .50, .75) or 1.00. Please round to the near increment.

Audit Details
Audit Details contains an audit of all add/updates to the time record.

Historical Records
To access your time and attendance records and accrual balances for the past 12 months, select History.

Non-Chargeable Absences
A non-chargeable absence is time that you are not in your office working, but not using your accrued time (e.g., jury duty, conferences, training classes, etc.). This time will appear on your current time and attendance record for your supervisor to view. It also appears in your historical records.

Maximum Accrual Balances
UUP and M/C Vacation Accruals
By December 31st of each calendar year, vacation accrual balances may not exceed 40 days.

UUP and M/C Sick Accruals
Maximum allowable sick accrual balance at any time is 200 days.

Accrual Rates for Management Confidential
Full-time calendar year and college year Management Confidential employees earn vacation and sick leave at the rate of 1.75 days/month.

Part-time Management Confidential employees earn a pro-rated amount based upon part-time appointment percentage.

Accrual Rates for UUP
Calendar and College Year employees accrue vacation and sick leave according to a schedule and on January 2 of each Agreement year, one vacation day is added to the balance.

Note: Academic Year employees do not accrue vacation.*

Full-time employees hired prior to July 1, 1982, earn vacation* and sick leave at the rate of 1.75 days/month. Full-time employees hired <u>after that date</u> earn as follows:

0-1 years of service	1.25 days per month
2 years of service	1.33 days per month
3,4,5 years of service	1.50 days per month
6 years of service	1.66 days per month
7 years of service	1.75 days per month

Part-time employees earn vacation* and sick accruals as follows (based on Salary Rate):

		Number of Courses	
Up to $14,622	.25 days per month		
$14,623 - $22,062	.50 days per month	1	.25 day per month
$22,063 - $29,498	1.0 days per month	2	.50 day per month
$29,498 or higher	1.25 days per month	3	1 day per month

The values above will be accurate only for the current contract year (2019). For values for other contract years, future or past, contact Human Resource Management or refer to the <u>UUP Agreement</u>.

Family Illness or Bereavement

The Policies of the Board of Trustees Article XIII and the UUP Agreement Article 23 allow employees to use up to thirty (30) days of sick leave per agreement year for absences necessitated by a death or illness in the employee's immediate family; such days are recorded as "family sick leave".

Leave Donation

Please follow current Leave Donation procedures. Upon receipt of your Leave Donation form, Human Resource Management will make the necessary electronic transactions.

Change in Supervisor

If you have a change in supervisor, please contact Human Resource Management as soon as possible to ensure the proper person receives and processes your time and attendance record.

FLSA Non-Exempt UUP Employees

If you have been designated as a non-exempt UUP employee under FLSA (Fair Labor Standards Act), you are required to record your hours worked each day on a biweekly time record for your supervisor's approval at the end of each payroll period. The number of daily hours worked must be recorded.

TAS enables you to enter time in/out every payroll period and will automatically populate any accruals you have charged within a payroll period on your monthly attendance record to avoid duplicate entry.

You are **also required to submit monthly time records** showing accruals usage. Employees are unable to submit their monthly time record until all the related FLSA time records have been approved. For example, if employee starts to do FLSA from January 17. They can only submit the January monthly time record after last biweekly (1/26 – 2/8) FLSA time record has been approved.

To enter time on the FLSA time record, click the FLSA Timesheet button (red arrow below).

Editable fields in the page include:

1. IN/OUT field. Enter "A" for AM and "P" for PM.
2. Blue "+" button in WORK SESSION column: click on it will add an extra row to input regular working hours
3. Teal "+" button in RECALL SESSION column: click on it will add a new row to input recall hours. Please add time under the BOLD line for the system to calculate hours correctly.
4. Text field under ON CALL column is editable: employees can input number of hours he/she is On-Call that day.
5. The CHARGED column is a functional button, the label of the button is defaulted to "Charge", and it will show type and amount of charges if there's existing charges or time off requests on that day entered. Employees can also enter charges directly on this time record. By clicking on the blue "charge" text button, it will pop up a single day charge screen for employee to view or input charges for the day. If the charges are from time off requests, the popup page is only viewable, otherwise it's editable.
6. Comments, certification box, existing time off requests.

06/01/2017 ~ 06/14/2017 ~ Working ▼

	HOURS WORKED												CHARGED
DATE	IN	OUT	IN	OUT	IN	OUT	WORK SESSION	RECALL SESSION	HOURS WORKED	RECALL	ON CALL	CHARGED
THURS 06/01/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
FRI 06/02/2017	08:00a	12:00p	12:30p	04:00p	06:00p	08:00p	+	+	9.5	0	0	Charge
SAT 06/03/2017	In	Out	In	Out	In	Out	+	+	0	4	0	Charge
	08:00a	12:00p	In	Out	In	Out						
SUN 06/04/2017	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
	In	Out	In	Out	In	Out						
MON 06/05/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
TUES 06/06/2017	In	Out	In	Out	In	Out	+	+	0	0	0	Vac-1
WED 06/07/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
					WEEKLY TOTALS				32	4	0	
					HOURS WORKED OVER 40				0			
					WEEKLY COMP TIME OR OT EARNED				0			
THURS 06/08/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
FRI 06/09/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
SAT 06/10/2017	In	Out	In	Out	In	Out	+	+	0	4	0	Charge
	08:00a	12:00p	In	Out	In	Out						
SUN 06/11/2017	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
MON 06/12/2017	08:00a	12:00p	12:30p	06:00p	In	Out	+	+	9.5	0	0	Charge
TUES 06/13/2017	08:00a	02:00p	12:30a	06:00p	In	Out	+	+	23.5	0	0	Charge
WED 06/14/2017	08:00a	12:00p	12:30p	06:00p	In	Out	+	+	9.5	0	0	Charge
					WEEKLY TOTALS				57.5	4	0	
					HOURS WORKED OVER 40				17.5			
					WEEKLY COMP TIME OR OT EARNED				26.25			
					PERIOD TOTALS				89.5	8	0	
					HOURS OVER 40 PAID AS OT							
					HOURS OVER 40 EARNED AS FLSA COMP TIME				26.25			

Time Record Comments

[No Comments.]

Additional Comments:

CHARGE SUMMARY								All values are days.
VAC	SICK	FAMILY SICK USED	COMP TIME	HOLIDAY		NON-CHARGEABLE		
				Float	Reg.	Time	Reason	
1	0	0	0	0	0	0		

☐ I certify that this time report represents a correct accounting for the specified period.

Save Time Record | Submit To Supervisor | PDF Report

Existing Time Off Requests

Nothing found to display.

Audit Details

Nothing found to display.

Questions
If you have any questions, please contact Human Resource Management at 878-4822.

Per the UUP Agreement §23.9 Attendance Records, employees shall be required to certify their presence and record any absences on forms to be provided by the State. Employees shall also be required to record on such forms any charges to or accruals of vacation or sick leave credits. Such forms shall be submitted to the College President, or designee, for review on a monthly basis. Keeping attendance records current will avoid delays in calculating your sick leave credit toward health insurance premiums in retirement and confirm you have sufficient sick leave accruals to remain in a full pay status in the event you require an extended medical leave.