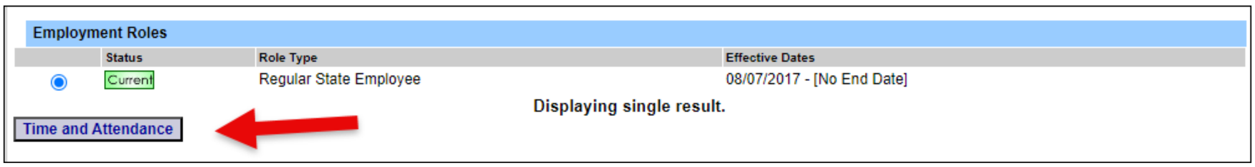
<u>Sign On:</u>

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password. The first time you sign on, you will be asked to verify your First/Last Name, SUNY ID, and Date of Birth. This verification is to authenticate your user id to your SUNY ID assigned in the system. Click on Submit Answers.

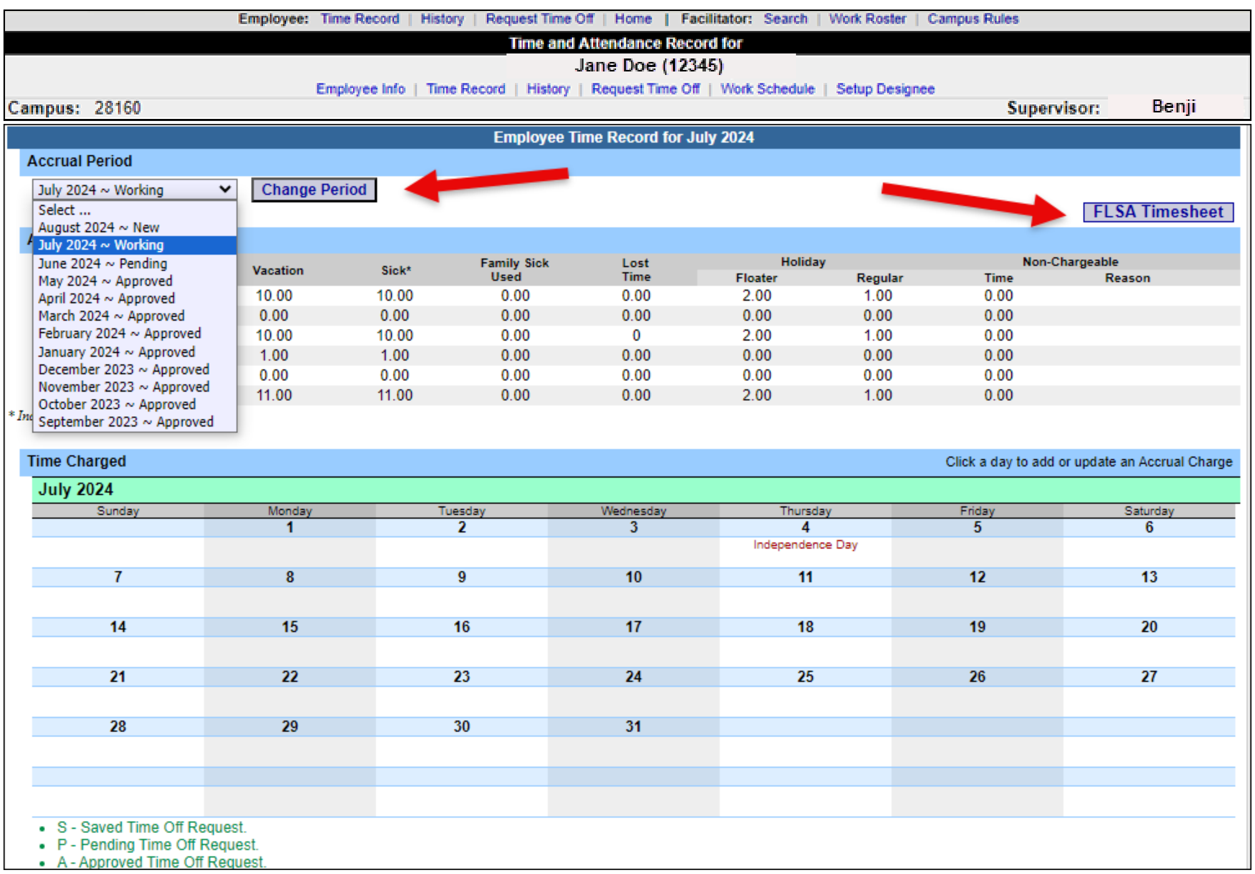
- https://www.suny.edu/time

<u>TAS Home Page:</u>

From the TAS Home Page (shown below), click on the Time and Attendance button to be brought to a page with your Time Record, History, Request Time off link, and/or Supervisor Work Roster, if applicable.



To enter time on the FLSA time record, select the appropriate accrual period, click on Change Period, and then click the FLSA Timesheet button (arrow below).

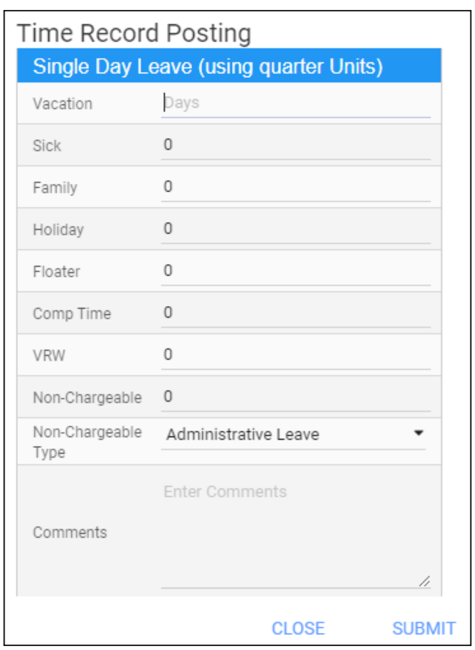


The editable fields in the page are (shown below):

1. IN/OUT fields – enter the time for the start of the shift, break periods, and end of the shift. Enter "A" for AM and "P" for PM.
2. Blue "+" button in WORK SESSION column: only use if additional In/OUT fields are needed.
3. Teal "+" button in RECALL SESSION column: click on it will add a new row with a bold line to input recall hours. Please add time <u>under</u> the BOLD line to calculate hours correctly.
4. ON CALL column is editable: employees can input number of hours they are On-Call.
5. The CHARGED column is a functional button and it will show type and amount of accrual charges if there's existing charges or time off requests on that day entered. Employees also have the ability to enter charges directly on this time record. By clicking on the blue "charge" text button (see image below), 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.

    a. Comments – employees are able to include comments to that will be attached to the time record for the supervisor.
6. Charge Summary – shows balances of the time charged for that period.

7. Employees must check the "certify" box to affirm the time report represents correct information before submitting to the supervisor.
8. Employees have the ability to SAVE the time record as they enter their time and SUBMIT their time record when completed.
9. PDF Report – Employees have the ability to print a summary of their time record if desired.
10. Existing Time Off Request – list of all time off requests.
11. Audit Details – Will give employees an audit trial of their time record.



UUP FLSA Non-Exempt Employees

Employee Time Record for 06/01/2017~06/14/2017

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 / **08:00a**	Out / **12:00p**	In / **In**	Out / **Out**	In / **In**	Out / **Out**	+	+	0	4	0	Charge
SUN 06/04/2017	In / **In**	Out / **Out**	In / **In**	Out / **Out**	In / **In**	Out / **Out**	+	+	0	0	0	Charge
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 / **08:00a**	Out / **12:00p**	In / **In**	Out / **Out**	In / **In**	Out / **Out**	+	+	0	4	0	Charge
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 Float	HOLIDAY Reg.	NON-CHARGEABLE Time	NON-CHARGEABLE 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

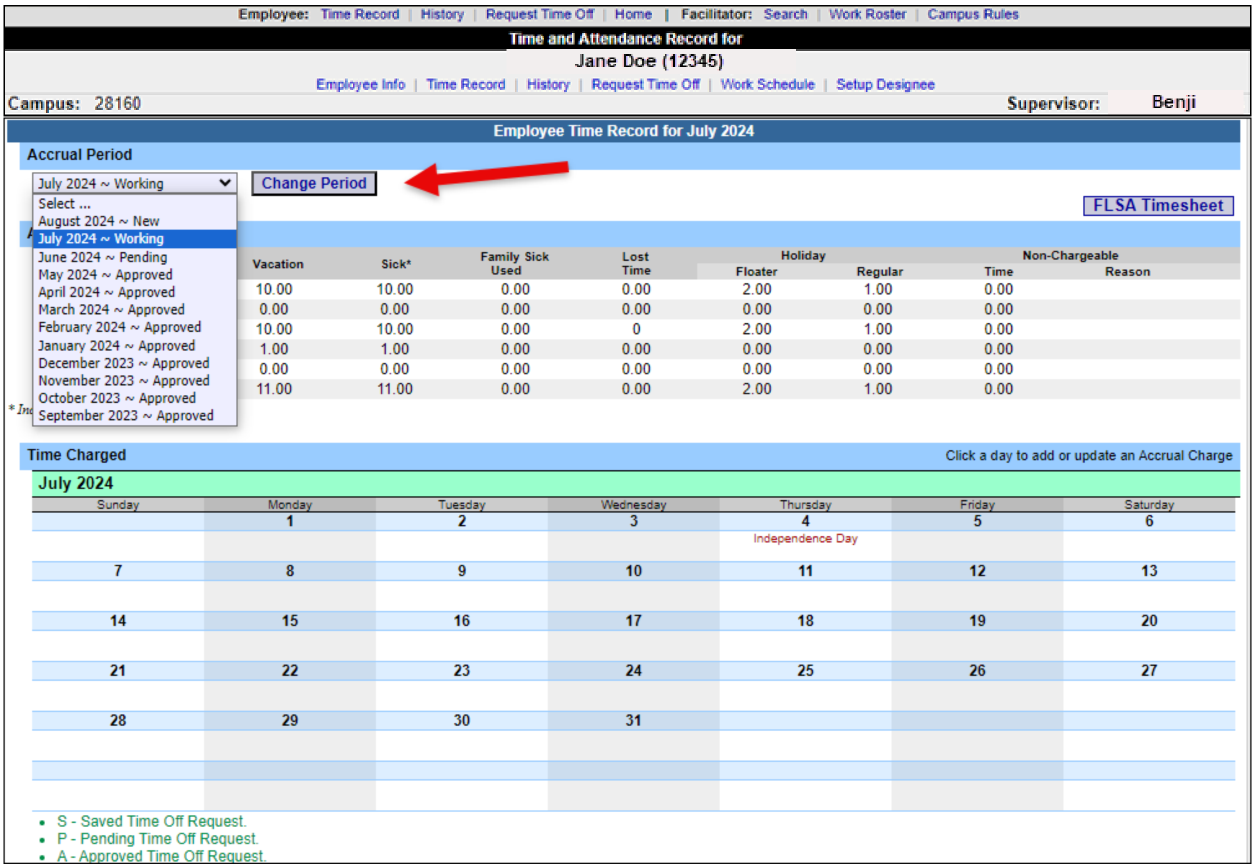
Nothing found to display.

Audit Details

Nothing found to display.

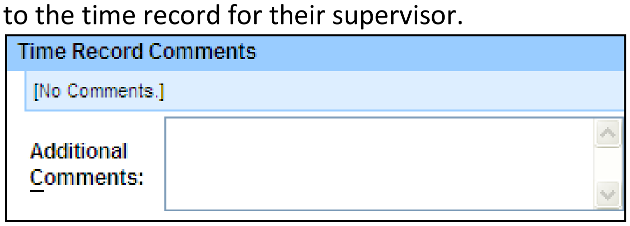
The FLSA employees are also required to submit monthly time records showing accruals usage. Employees are able to submit their monthly time record once **all** related FLSA time records have been approved. For example, if a biweekly pay period is from June 28 – July 11, the June monthly timesheet can only be submitted after that timesheet is approved.

To submit monthly time record:



Any time charged on the biweekly FLSA time record will automatically be displayed on the employee's monthly time record. Therefore, the employee only needs to verify the information and submit the monthly time record to their supervisor.

Time Record Comments (shown below) – available if employee would like to submit comments attached to the time record for their supervisor.



Once the FLSA time records are approved and the monthly record is a correct accounting of time worked/charged, check the box to certify the information entered is accurate before submitting to supervisor (shown below) then click Submit to Supervisor.

If the time record is not complete, click Save which will allow you to go back into your time record at any time to add or update before submitting to supervisor.

If you do not wish to save or submit your time record simply click Cancel/Return to Home.

Notes:

If a Time Record is disapproved by the supervisor, the time record will indicate “Disapproved” in the Accrual Period drop down. Employees will then be able to make any changes needed and resubmit to your supervisor.

View Holiday – list of employee’s holidays/floaters that have been accrued along with expiration date.

PDF Report – allows employees ability to print time record.

Existing Time Off Request – list any existing time off requests.

Audit Details – keeps an audit of all add/updates to time record.

Message Board – at the top of the monthly record will show automatic messages of overdue time records, expiring holidays, and approaching max limit by year end, etc.

History:

A history of all accrual balances by month/year. Also provides when each months’ time records were submitted and approved.