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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 Current 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.

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.
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.

<table>
<thead>
<tr>
<th>Accrual Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Beginning</td>
</tr>
<tr>
<td>Charged</td>
</tr>
<tr>
<td>Sub-Total</td>
</tr>
<tr>
<td>Earned</td>
</tr>
<tr>
<td>Adjustments</td>
</tr>
<tr>
<td>Ending</td>
</tr>
<tr>
<td><strong>Family Sick Used</strong></td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
</tr>
<tr>
<td><strong>Deficit Reduction</strong></td>
</tr>
<tr>
<td><strong>Lost Time</strong></td>
</tr>
<tr>
<td><strong>Holiday</strong></td>
</tr>
<tr>
<td><strong>Regular</strong></td>
</tr>
<tr>
<td><strong>Non-Chargeable</strong></td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
</tr>
<tr>
<td><strong>Note</strong></td>
</tr>
</tbody>
</table>

*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.

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.

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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Requested Dates</th>
<th># of Days</th>
<th>Leave Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pending</td>
<td>04/23/2013</td>
<td>1</td>
<td>Vacation Leave</td>
</tr>
<tr>
<td></td>
<td>Approved</td>
<td>04/22/2013</td>
<td>1</td>
<td>Vacation Leave</td>
</tr>
</tbody>
</table>

Additional Comments:

Submit To Supervisor  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 after that date earn as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>1.25</td>
</tr>
<tr>
<td>2</td>
<td>1.33</td>
</tr>
<tr>
<td>3,4,5</td>
<td>1.50</td>
</tr>
<tr>
<td>6</td>
<td>1.66</td>
</tr>
<tr>
<td>7</td>
<td>1.75</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Days per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $14,622</td>
<td>.25</td>
</tr>
<tr>
<td>$14,623 - $22,062</td>
<td>.50</td>
</tr>
<tr>
<td>$22,063 - $29,498</td>
<td>1.0</td>
</tr>
<tr>
<td>$29,498 or higher</td>
<td>1.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Days per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.25</td>
</tr>
<tr>
<td>2</td>
<td>.50</td>
</tr>
<tr>
<td>3</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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 UUP Agreement.

**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 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.
### Employee Time Record for 06/01/2017 ~ 06/14/2017

<table>
<thead>
<tr>
<th>HOURS WORKED</th>
<th>CHARGED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>IN OUT</td>
<td>WORK SESSION</td>
</tr>
<tr>
<td>THURS 06/01/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>FRI 06/02/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>SAT 06/03/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>SUN 06/04/2017</td>
<td>In Out</td>
</tr>
<tr>
<td>MON 06/05/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>TUES 06/06/2017</td>
<td>In Out</td>
</tr>
<tr>
<td>WED 06/07/2017</td>
<td>08:00a</td>
</tr>
</tbody>
</table>

**WEEKLY TOTALS** 32 4 0

**HOURS WORKED OVER 40** 0

<table>
<thead>
<tr>
<th>HOURS COMP TIME OR OT EARNED</th>
<th>COMP TIME OR OT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURS 06/01/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>FRI 06/02/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>SAT 06/03/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>SUN 06/04/2017</td>
<td>In Out</td>
</tr>
<tr>
<td>MON 06/05/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>TUES 06/06/2017</td>
<td>08:00a</td>
</tr>
<tr>
<td>WED 06/07/2017</td>
<td>08:00a</td>
</tr>
</tbody>
</table>

**WEEKLY TOTALS** 57.5 4 0

**HOURS WORKED OVER 40** 17.5

**HOURS OVER 40 PAID AS OT** 89.5 8 0

**HOURS WORKED OVER 40 EARNED AS FLSA COMP TIME** 26.25

---

**Time Record Comments**

[No Comments.]

**Additional Comments:**

---

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

---

**Charge Summary**

- **Vac:** 0
- **Sick:** 0
- **Family Sick Used:** 0
- **Comp Time:** 0
- **Holiday Pay:** 0
- **Reg:** 0
- **Non-Chargeable Time:** 0
- **Reason:** 0

---

**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.