



# Supervisor's Guide to Classified Time and Attendance

Created by SUNY Potsdam Payroll  
10/2016

### Classified Time & Attendance rules:

1. The employee's work week runs from Thursday to Wednesday. If the employee works 8 hours daily, their time record should equal a minimum of 40 hours per week and 80 hours for the pay period. If the employee works 7.5 hours daily, their time record should equal a minimum of 37.5 hours per week and 75 hours for the pay period. Time sheets are due Thursday, the day after the time record has ended. When your employee submits time off request/time record, a message will be sent to your campus email after 9 pm letting you know there are pending time off requests/time records that need your attention.
2. If employee reports to work late, leaves work during their shift, or takes the day off, they must charge the appropriate accrual type. These accruals are vacation, sick, family sick, personal, floater/regular holiday, or compensatory time. HR can assist with accrual designation if needed.
3. Compensatory time is only available to the classified employees that work 7.5 hours daily. Any additional hours the employee works above 37.5 hours per week up to 40 hours per week will accrue compensatory time which can be used in the same manner as vacation time.
4. Any employee who works above 40 hours per week must indicate those hours on their time record but must also fill out an overtime form to be paid for the additional hours worked. Those forms are located in the Human Resources Office.
5. If the employee does not work/charge the required amount of hours per pay period, the employee will have to charge to lost time and payroll will deduct what money is not owed to the employee.
6. All employees must record their 30-minute lunch break on their time record, except for essential service employees who adhere to the 24/7 coverage rule.
7. Employees are not required to record their two 15 minute breaks on their time record.
8. Employees **CAN NOT** save their two 15-minute breaks to come in late or leave early, extend their lunch or add to compensatory time.
9. Employees are allowed to charge 25 of their sick days to family sick from January to December.
10. Employees must be at or below their maximum accrual balances for vacation and sick by April 1st every year. Any hours above the maximum will be automatically deducted from the employees balances.
  - Employees who work 8 hrs daily are allowed to carry over 320 hours vacation and 1600 hours sick maximum
  - Employees who work 7.5 hrs daily are allowed to carry over 300 hours vacation and 1600 hours sick maximum
11. Employees receive one week of personal time every year which is based on their anniversary date. This time must be exhausted before their anniversary occurs again, otherwise the system will automatically deduct the remaining hours from balances.
12. Holidays that are accrued must be used before that particular holiday occurs the following year, otherwise the system will automatically deduct the remaining hours from balances.

13. There are several non-chargeable categories available for the employee to charge to their time record with supervisor's approval. Some of the categories are breast/prostate cancer screening, jury duty, off-campus meeting, bone marrow/organ donation, etc. Even though the time is not deducted from the employee's balances, the employee must still input a time off request. There are specific rules to each of these categories. Call Jess Haggett in Human Resources at 315-267-2093 with specific questions.

If you have any specific questions in regards to the Classified Time and Attendance Rules, you can contact Jess Haggett at 315-267-2093 or [haggetjl@potsdam.edu](mailto:haggetjl@potsdam.edu).

\*\*\*The SUNY Time Accounting System operates in current time. Future transactions will not appear on the\*\*\* employee's time record until the actual date of the request/event. (For example: approved time off requests, holidays highlighted in peach)

### **How to Log into the SUNY Online Time Accounting System**

Step 1.) Log into the SUNY HR portal [www.suny.edu/hrportal](http://www.suny.edu/hrportal). Select **Potsdam** for campus name from the drop down menu and click on the **Login** button.

**SUNY Secure Sign On**

Campus Select Campus...

Remember Campus? ☐

**LOG IN** FORGOT PASSWORD APPLICATION ACCESS

**SUNY** The State University of New York

Copyright © 2016 The State University of New York. All RIGHTS RESERVED. | [UNAUTHORIZED ACCESS PROHIBITED](#) | [Contact Us](#) | [WEB ACCESSIBILITY](#) | [Privacy Policy](#) | [Forgot Password](#) | [Application Access](#)

Step 2.) When logging into SUNY HR: You will use your campus computer account. This is the same account you use to log into other campus services. Click the **SIGN IN** button when done. **DO NOT** add @potdam.edu to the end of your username.





Sign in with your SUNY Potsdam username and password

Username

Password

[Sign in](#)

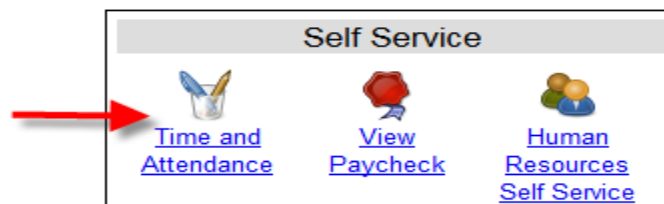
*Due to recent security upgrades, your password will not work unless it has been reset at [account.potsdam.edu](https://account.potsdam.edu), on or after Monday, March 7. If you have not done this, please do it now before continuing.*

Questions about the Campus Computer Account (CCA) should be directed to the CTS Helpdesk.

Forgot or want to change your password? Visit <https://account.potsdam.edu>

SUNY Federated Login is a service provided by CTS

Step 3.) Click on the **Time and Attendance** link located in the Self Service box (See screen shot below)



Step 4.) Select the current employment role by clicking the **Time and Attendance** button (See arrow below).

Employment Roles		
Status	Role Type	Effective Dates
<input checked="" type="radio"/> <b>Current</b>	Regular State Employee	01/09/2006 - [No End Date]
<input type="radio"/> <b>History</b>	College Work Study State Employee	08/25/2003 - 09/11/2003

Displaying all 2 records.

[Time and Attendance](#)

Step 5.) To view/approve your employees current time off requests/time records, click on the **Supervisor Work Roster** link.

Jessica L Haggett (140250 / P00287552)

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Work Schedule](#) | [Supervisor Work Roster](#)

Campus: 28250 Supervisor: Sheila Scott

Department: 853010: Human Resources

## Reviewing Employee's Time Off Requests

Letter A represents pending employees time off requests. Letter B represents the employees pending time records. Letter C represents the employees you are currently supervising. Under this section the supervisor can view the employee's general time and attendance information, time records, prior time and attendance history, request time off section and the current work schedule.

**Supervisor Pending Approvals Roster**  
Supervisor(Designee): Sheila H Scott (157966) As submitted at 11:23:42 AM

**Notes:**  
• Time records must be approved in chronological order.\*

**A → Pending Leave Requests**

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Approval		
						Yes	No	Approve	Deny	Postpone
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Vacation Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Compensatory Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/19/2016	0.25	0.25 Hours	Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

\* - Estimated Pst-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

**Submit** | **Reset**

**B → Pending Time Records Approvals**

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jessica L Haggett (140250)	02	10/06/2016 - 10/19/2016	4.25	0.75	7.5	0

**Submit** | **Reset**

**C → Employee Roster**

Employee	Title	Next Timesheet Date	Actions
Natasha Flanagan (485200)	Office Assistant 2 (Calculations)	10/20/2016	[Employee Info] [Time Record] [History] [Request Time Off] [Work Schedule]
Jessica L Haggett (140250)	Payroll Examiner 2	10/06/2016	[Employee Info] [Time Record] [History] [Request Time Off] [Work Schedule]

Supervisors need to review pending leave requests **before** reviewing pending time records. When approving time off requests, make sure you click on the bubble located below the approve column and click the submit button (See Letter D). Once the time off request has been approved, the charges will flow to the employee's time record (as long as it's not future dates because the system operates in current time).

**Pending Leave Requests**

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Approval		
						Yes	No	Approve	Deny	Postpone
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Vacation Leave			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Compensatory Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/19/2016	0.25	0.25 Hours	Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

\* - Estimated Pst-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

**D → Submit** | **Reset**

If you are denying the request, click on the bubble located below the deny column for that particular day (See Letter E). A reason must be provided to the employee on why the time off request is being denied and click the submit button. The request and comment will be sent back to the employee to adjust their record.

**Pending Leave Requests**

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Approval		
						Yes	No	Approve	Deny	Postpone
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Vacation Leave			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Compensatory Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/19/2016	0.25	0.25 Hours	Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Comment for Denial:

\* - Estimated Pst-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

**E → Submit** | **Reset**

If you are not ready to approve that particular time off request, click on the bubble located below the postpone column and that time off request will remain on your roster for approval until you are ready to take action (See Letter F).

**Pending Leave Requests**

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Approval		
						Yes	No	Approve	Deny	Postpone
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Vacation Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Compensatory Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/19/2016	0.25	0.25 Hours	Sick Leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**F**

\* - Estimated Pst-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Submit

Reset

**F**

If the employee is charging sick time/family sick, you as the supervisor must indicate if the sick time being charged was scheduled (yes) or unscheduled (no). Scheduled sick time is when the employee has asked for the time off in advance such as a surgery/doctor's appointment. Unscheduled sick is when the employee calls in sick, whether it be for themselves or a family member. When approving the time off request, make sure you click on the YES or NO bubble and also click on the bubble located below the approve column and click the submit button (See Letter G).

**Pending Leave Requests**

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Approval		
						Yes	No	Approve	Deny	Postpone
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Vacation Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/18/2016	0.5	0.5 Hours	Compensatory Leave			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jessica L Haggett (140250)	02	10/19/2016	0.25	0.25 Hours	Sick Leave	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**G**

\* - Estimated Pst-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Submit

Reset

**G**

## Reviewing Employee's Time Record

When you are ready to approve your employees time record, click on the **Details** link to view your employees time record to verify all daily in/out hours are accurate (See Letter H).

H

Pending Time Records Approvals

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jessica L Haggett (140250)	02	10/06/2016 - 10/19/2016	4.25	0.75	7.5	0
<a href="#">Details</a>   <a href="#">History</a>						
<div>Submit</div>   <div>Reset</div>						

Make sure to review each day on the time record to ensure accuracy of hours worked/charged. If you agree with the time record, click on the approve button (See Letter I) and that record will move forward as being approved. If you disagree with the record, enter a comment in the box stating the reason for denying the record and click the deny button (See letter J). The time record will be sent back to the employee to fix their record.

Time Record										Accrual Type: NU02 - Administrative Services - 37.5 HR OBL														Scheduled Hours: 75.0			
Date	Record hours				+	On Call	Mdt OT	Stand By	Tardy Min	Summary						Time Charged (Hours)											
	In	Out	In	Out						Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	NoChg		
Thu 10/6					[+]	[+]			0	0	7.5	7.5	0	0	0		7.5		Y			0					
Fri 10/7					[+]	[+]			0	0	7.5	7.5	0	0	0		7.5		Y			0					
Sat 10/8					[+]	[+]			0	0	0	0	0	0	0												
Sun 10/9					[+]	[+]			0	0	0	0	0	0	0												
Mon 10/10					[+]	[+]			0	0	7.5	7.5	0	0	0							7.5					
Tue 10/11					[+]	[+]			0	0	7.5	7.5	0	0	0	7.5						0					
Wed 10/12					[+]	[+]			0	0	7.5	7.5	0	0	0	7.5						0					
Week 1 Totals									0	0	0	37.5	37.5	0	0	0	15	15	0		0	0	7.5	0	0	0	
Thu 10/13					[+]	[+]			0	0	7.5	7.5	0	0	0	7.5						0					
Fri 10/14					[+]	[+]			0	0	7.5	7.5	0	0	0	7.5						0					
Sat 10/15					[+]	[+]			0	0	0	0	0	0	0												
Sun 10/16					[+]	[+]			0	0	0	0	0	0	0												
Mon 10/17	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0												
Tue 10/18	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0												
Wed 10/19	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0												
Week 2 Totals									0	0	22.5	15	37.5	22.5	0	0	15	0	0		0	0	0	0	0	0	
Payroll Period Totals									0	0	22.5	52.5	75	22.5	0	0	30	15	0		0	0	7.5	0	0	0	

Paid Hours	
Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
Lost Time	0
Standby	0

Accrual Balances										All Values are Hours.	
Name	Vac	Sick	Family	PL	Comp	40+(1)	40+ (2)	Holiday Float	Reg.		
Beginning	190.25	163.75	0.00	37.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charged	30.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.5
Sub-Total	160.25	148.75	0.00	37.50	0.00	0.00	0.00	0.00	0.00	0.00	-7.5
Earned	3.75	3.75	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	7.5
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending	164.00	152.50	0.00	37.50	0	0.00	0.00	0.00	0.00	0.00	0

Time Record Comments

[No Comments.]

Additional Comments:

Approve

Deny

If you have any specific questions in regards to the Classified Time Accounting Rules, you can contact Jess Haggett at 315-267-2093 or [haggetjl@potdam.edu](mailto:haggetjl@potdam.edu).