

Classified

Time and Attendance

Guide

Created by SUNY Potsdam Payroll
Updated 03/2019

Step 1.) Log into the SUNY HR portal 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

The State University of New York

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Step 2.) When logging into SUNY HR: Your username and password are the same as when logging into your campus email or other campus services. Click the **SIGN IN** button when done. **DO NOT** add @potsdam.edu to the end of your username.



Sign in with your SUNY Potsdam username and password

Username

Password

Sign in

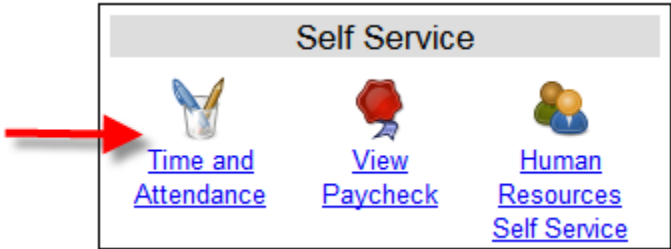
Due to recent security upgrades, your password will not work unless it has been reset at account.potsdam.edu, on or after Monday, March 7. If you have not done this, please do it now before continuing.

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 example 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"/>	Current	Regular State Employee	01/09/2006 - [No End Date]
<input type="radio"/>	History	College Work Study State Employee	08/25/2003 - 09/11/2003

Displaying all 2 records.

Time and Attendance

TIME RECORD

You can record your work hours by selecting the **Time Record** link located below your name.

Things to Remember:

- 1.) Always make sure you are in the correct pay period. Pay periods can be changed by selecting the drop down box to the pay period you want, and then click the **Change Period** button. (See letter A)
- 2.) Log in and update your time record daily; **DO NOT** enter future hours.
- 3.) This system operates in current time. Future transactions will not appear on your time record until the actual date of the event. (For example: approved time off requests, holidays highlighted in peach)
- 4.) Always enter A for AM or P for PM, otherwise time record will not calculate hours correctly.
- 5.) Make sure to use the **TAB** button when recording time. **DO NOT** click the return/enter button because the record does not save the data you entered.
- 6.) You must record lunch time. The exception to recording lunches are employees who adhere to the 24/7 coverage rule. **Do not** record 15 minute breaks.
- 7.) Click the **Save Time Record** button every time you want to add/change your record. (See letter B)
- 8.) Time records that have already been approved by a supervisor cannot be changed by employee or supervisor. You must contact Jess Haggett at 315-267-2093 or Becky Lawrence at 315-267-2090 for assistance.

Employee Time Record for March 10 - 23, 2016

Accrual Period

26 ~ Mar 10 - 23, 2016 ~ Working

Change Period

Time Record

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours				On Call	Mdt	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
Thu 3/10	08:00a	11:30a	12:00p	04:00p	[+/-]			0	7.5	0	7.5	7.5	0	0									
Fri 3/11	08:00a	11:30a	12:00p	04:00p	[+/-]			0	7.5	0	7.5	7.5	0	0									
Sat 3/12					[+/-]			0	0	0	0	0	0	0									
Sun 3/13					[+/-]			0	0	0	0	0	0	0									
Mon 3/14	08:00a	11:30a	12:00p	04:00p	[+/-]			0	7.5	0	7.5	7.5	0	0									
Tue 3/15	08:00a	11:30a	12:00p	04:00p	[+/-]			0	7.5	0	7.5	7.5	0	0									
Wed 3/16	10:30a	11:30a	12:00p	04:00p	[+/-]			0	5	2.5	7.5	5	0	0		2.5	Y		0				
Week 1 Totals									0	0	35	2.5	37.5	35	0	0	0	2.5	0	0	0	0	0
Thu 3/17	08:00a	11:30a	12:00p	03:00p	[+/-]			0	6.5	1	7.5	6.5	0	0	1				0				
Fri 3/18	08:00a	11:30a	12:00p	03:45p	[+/-]			0	7.25	0.25	7.5	7.25	0	0	0.25				0				
Sat 3/19					[+/-]			0	0	0	0	0	0	0									
Sun 3/20					[+/-]			0	0	0	0	0	0	0									
Mon 3/21	08:00a	11:30a	12:00p	04:00p	[+/-]			0	7.5	0	7.5	7.5	0	0									
Tue 3/22	08:00a	11:30a	12:00p	04:00p	[+/-]			0	7.5	0	7.5	7.5	0	0									
Wed 3/23					[+/-]			0	0	0	0	0	0	0									
Week 2 Totals									0	0	28.75	1.25	30	28.75	0	0	1.25	0	0	0	0	0	0
Payroll Period Totals									0	0	63.75	3.75	67.5	63.75	0	0	1.25	2.5	0	0	0	0	0

Time Record Comments

[No Comments.]

Additional Comments:

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	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.50	0.00
Charged	1.25	2.50	0.00	0.00	0.00	0.00	0.00	0	0
Sub-Total	277.00	622.00	0.00	37.50	0.00	0.00	0.00	7.5	0
Earned	5.75	3.75	0.00	0.00	0	0.00	0.00	0	0
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending	282.75	625.75	0.00	37.50	0	0.00	0.00	7.5	0

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

B

Save Time Record

Submit To Supervisor

View Holidays

PDF Report

To create extra rows for recording time, you need to click on the **+ SIGN** directly next to the hours worked. (See arrow below)

Time Record														Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0													
Date	Record hours								Summary						Time Charged (Hours)												
	In	Out	In	Out	+	On Call	Mdt OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	NoChg		
Thu 3/10	08:00a	11:30a	12:00p	04:00p	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	0	7.5	0	7.5	7.5	0	0												

Once you click the **+ SIGN**, another row of boxes will appear. (See arrow below)

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 3/10	08:00a	11:30a	12:00p	04:00p	[+] [+]				0	7.5	0	7.5	7.5	0	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			</

Entering Overtime

If you work overtime, there are a couple different ways to enter those hours worked.

1.) If overtime is **NOT** connected to your regular shift, add another row using the **+ SIGN** located right next to the regular hours worked (See letter A). Once the row appears, add those additional hours worked (See letter B).

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 3/10	08:00a	11:30a	12:00p	06:30p	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	10	0	10	7.5	2.5	0												
Fri 3/11	08:00a	11:30a	12:00p	04:00p	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	7.5	0	7.5	7.5	0	0												
Sat 3/12					<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	0	0	0	0	0	0												
Sun 3/13					<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	0	0	0	0	0	0												
Mon 3/14	08:00a	11:30a	12:00p	04:00p	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	7.5	0	7.5	7.5	0	0												
Tue 3/15	08:00a	11:30a	12:00p	04:00p	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	7.5	0	7.5	7.5	0	0												
Wed 3/16	10:30a	11:30a	12:00p	04:00p	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	0	8	2.5	10.5	7.5	0	3		2.5		Y			0					
	05:00p	08:00p			<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>																			
Week 1 Totals									0	0	40.5	2.5	43	37.5	2.5	3	0	2.5	0		0	0	0	0	0		

2.) If the overtime **IS** connected to your regular shift, you can add to the same row as regular hours worked (See arrow below). The employee's normal shift is 8a-4p and they worked overtime from 4p-6p.

Time Record													Accrual Type: NU				
Date		Record hours				+	On Call	Mdt	OT	Stand By	Tardy Min	Summary					
		In	Out	In	Out							Wrk Hrs	Chg Hrs	Tot Hrs	Reg Hrs	CT Hrs	OT Hrs
Thu	3/10	08:00a	11:30a	12:00p	06:30p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	10	0	10	7.5	2.5	0
Fri	3/11	08:00a	11:30a	12:00p	04:00p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	7.5	0	7.5	7.5	0	0
Sat	3/12					[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0	0
Sun	3/13					[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0	0
Mon	3/14	08:00a	11:30a	12:00p	04:00p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	7.5	0	7.5	7.5	0	0
Tue	3/15	08:00a	11:30a	12:00p	04:00p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	7.5	0	7.5	7.5	0	0
Wed	3/16	08:00a	11:30a	12:00p	06:00p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>		0	9.5	0	9.5	7.5	0	2

Overtime connected to your regular shift can also be added by selecting the **+ SIGN** located right next to the regular hours entered. Once the row appears, add those additional hours worked. Make sure the end time of the regular shift and the begin time of the overtime shift is not the same because system will not save. (Regular shift ends at 3:30 and overtime starts at 3:31)

Time Record		Anniversary Date: 09/05/1996 Personal Leave Date:09/05/1996 Accrual Type: NU03 - Operational Services - 40 HR OBL Scheduled Hours: 80																							
Date	Record hours				+	Re Call	Mdt OT	Stand Ex	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 3/7	07:00a	12:00p	12:30p	03:30p	[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	10	0	10	8	0	2										
	03:31p	05:30p			[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0										
Fri 3/8	07:00a	12:00p	12:30p	03:30p	[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0										
Sat 3/9					[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0										
Sun 3/10					[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0										
Mon 3/11	07:00a	12:00p	12:30p	03:30p	[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0										
Tue 3/12	07:00a	12:00p	12:30p	03:30p	[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0										
Wed 3/13	07:00a	12:00p	12:30p	03:30p	[±]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0										

3.) If you get called into work, you must select the **+ SIGN** located in the On-Call column (See letter A) and a new row will appear. The call-in overtime hours will be in **BOLD** and the system will give you an automatic four hours minimum (See letter B). If you work more than 4 hours during the call-in, the system will calculate the overtime hours correctly based on how many hours are entered.

[illegible]

A

REQUEST TIME OFF

To request time off, select the **Request Time Off** link located below your name. Use the monthly calendar to select the date the request is being made for.

Things to remember:

- 1.) **ALL REQUESTS MUST BE MADE IN QUARTER HOUR AND HOUR INCREMENTS**
- 2.) Suggestion: For doctor's appointments, wait to submit the time off request until the appointment has been completed. This saves you from having to change the request in case the appointment was shorter or longer than expected.
- 3.) Make sure the right month and year are showing on the screen before trying to make the request (See Below).
To change to a previous month and/or year, select <<Year <Month.
To go straight to today's date, select Today.
To change to a future month and/or year, select Month> Year>>

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	40+ (2)	Floater	Holiday	Regular
Current	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.50		0.00
Post-Request* (on 03/23/16)	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.50		0.00

* - Estimated Post-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.

Existing Time Off Requests

Click a day to add or update a Leave Request

March 2016

<< Year < Month Today Month > Year >>

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

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled?	Reason	Date Submitted	Date Approved	Actions
				Yes No				Submit Withdraw

Submit Actions Reset

Click on the date the request is being made for. If the box shown below does not pop right up, check the bottom taskbar to make sure the window didn't end up down there. You can only have one time off request per day. If you are charging multiple types of accruals for that day, make sure to include all those requests in one submission (See below). When finished making request, click **Save/Save and Submit** button.

Single Day Leave (using quarter units)

From Date: 03/15/2016

Vacation: 4

Sick: 0

Family Sick: 0

Holiday: 3.5

Floater: 0

Voluntary Work Reduction: 0

Lost Time: 0

Military Leave: 0

Non-Chargeable: 0

Non-Chargeable Type: Administrative Leave

Personal: 0

Compensatory: 0

Adjustment Reason: Select ...

Comments (g):

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

Save | Save And Submit | Cancel

SAVE A TIME OFF REQUEST

For **future planning** purposes, you can save a request. Select the **Save** button (See letter A). Only you can see the saved request because the request does not get submitted to your supervisor until you submit it.

Single Day Leave (using quarter units)

From Date:

03/15/2016

Vacation:

4

Sick:

0

Family Sick:

0

Holiday:

3.5

Floater:

0

Voluntary Work Reduction:

0

Lost Time:

0

Military Leave:

0

Non-Chargeable:

0

Non-Chargeable Type:

Administrative Leave

Personal:

0

Compensatory:

0

Adjustment Reason:

Select ...

Comments :

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

Save

Save And Submit

Cancel

A

This will show on the monthly calendar as an S for saved (See arrows below).

Existing Time Off Requests

Click a day to add or update a Leave Request

March 2016

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Pay period start	11	12
13	14	15 3.5 - Holiday Comp Leave (S) 4 - Vacation Leave (S)	16	17	18	19
20	21	22 Pay period start	23	24	25	26
27	28	29	30	31		

S - Saved Time Off Request.

P - Pending Time Off Request.

A - Approved Time Off Request.

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled? Yes No	Reason	Date Submitted	Date Approved	Actions Submit Withdraw
Saved	03/15/2016	4	Vacation Leave					<input type="radio"/> <input type="radio"/>
Saved	03/15/2016	3.5	Holiday Comp Leave					<input type="radio"/> <input type="radio"/>
Approved	02/29/2016	7.5	Personal Leave			03/01/2016	03/01/2016	<input type="radio"/>

Submit Actions

Reset

If you decide to **Submit** that saved request to the supervisor for approval, you must go into to the **Time Off Request** link located below your name. Once on the Time Off Request screen, go down the page to the Previously Submitted Leave Requests section. Find the date that needs to be submitted, go all the way to the right of that date and click on the bubbles below the submit column (See letter A) and then click on the **Submit Actions** button (See letter B).

Existing Time Off Requests

Click a day to add or update a Leave Request

March 2016

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
				Pay period start		
13	14	15	16	17	18	19
		3.5 - Holiday Comp Leave (S)				
20	21	22	23	24	25	26
				Pay period start		
27	28	29	30	31		

S - Saved Time Off Request.

P - Pending Time Off Request.

A - Approved Time Off Request.

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled? Yes No	Reason	Date Submitted	Date Approved	Actions Submit Withdraw
Saved	03/15/2016	3.5	Holiday Comp Leave					<div><div></div><div></div></div>
Saved	03/15/2016	4	Vacation Leave					<div><div></div><div></div></div>
Approved	02/29/2016	7.5	Personal Leave			03/01/2016	03/01/2016	<div><div></div><div></div></div>

Submit Actions

Reset

B

Your time off request has now been submitted to your supervisor and now shows as pending. This will show on the monthly calendar as P (See arrows below). Once the supervisor approves the time off request, the P changes to A for approved and those hours will now show on the charge portion of your time record.

Existing Time Off Requests

Click a day to add or update a Leave Request

March 2016

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
				Pay period start		
13	14	15	16	17	18	19
		3.5 - Holiday Comp Leave (P)				
20	21	22	23	24	25	26
				Pay period start		
27	28	29	30	31		

S - Saved Time Off Request.

P - Pending Time Off Request.

A - Approved Time Off Request.

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled? Yes No	Reason	Date Submitted	Date Approved	Actions Submit Withdraw
Pending	03/15/2016	3.5	Holiday Comp Leave			03/22/2016		<div><div></div><div></div></div>
Pending	03/15/2016	4	Vacation Leave			03/22/2016		<div><div></div><div></div></div>
Approved	02/29/2016	7.5	Personal Leave			03/01/2016	03/01/2016	<div><div></div><div></div></div>

Submit Actions

Reset

SAVE AND SUBMIT CURRENT/FUTURE TIME OFF REQUESTS

If you know you are definitely requesting time off, you can click on the **Save and Submit** button which sends your request directly to your supervisor for their immediate action (See letter A).

Single Day Leave (using quarter units)

From Date:

03/15/2016

Vacation:

4

Sick:

0

Family Sick:

0

Holiday:

3.5

Floater:

0

Voluntary Work Reduction:

0

Lost Time:

0

Military Leave:

0

Non-Chargeable:

0

Non-Chargeable Type:

Administrative Leave

Personal:

0

Compensatory:

0

Adjustment Reason:

Select ...

Comments (g):

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

Save | Save And Submit | Cancel

A

This will show on the monthly calendar as P (See arrows below). Once the supervisor approves the time off request, the P changes to A for approved and those hours will now show on the charge portion of your time record. If the approved time request is **NOT** a current or prior date, the approved request will not show on your time record until that actual date occurs.

IF YOUR TIME OFF REQUEST IS DENIED, YOU MUST WITHDRAWAL THE ORIGINAL REQUEST AND RESUBMIT A CORRECTED REQUEST.

Existing Time Off Requests

Click a day to add or update a Leave Request

March 2016

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
				Pay period start		
13	14	15	16	17	18	19
		3.5 - Holiday Comp Leave (P)				
20	21	22	23	24	25	26
		4 - Vacation Leave (P)		Pay period start		
27	28	29	30	31		

S - Saved Time Off Request.

P - Pending Time Off Request.

A - Approved Time Off Request.

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled? Yes No	Reason	Date Submitted	Date Approved	Actions Submit Withdraw
Pending	03/15/2016	4	Vacation Leave			03/22/2016		
Pending	03/15/2016	3.5	Holiday Comp Leave			03/22/2016		
Approved	02/29/2016	7.5	Personal Leave			03/01/2016	03/01/2016	

WITHDRAW/CHANGE A REQUEST

If you need to withdraw/change a time off request, go to the **Request Time Off** link located under your name. Go to the section called Previously Submitted Leave Requests which is highlighted in blue. Find the request leave date that you would like to withdraw/change. Go all the way to the right until you see the column that says withdraw. Click the bubble located below the withdraw heading (See letter A) and then select the **Submit Actions** button below (See letter B). This will delete the action completely. You would then need to use the monthly calendar again to make another request if needed. If your time off request has been approved by your supervisor and the time record is in working or pending status, you can still withdraw the time off request. If time record has been approved by your supervisor and changes need to be made, you must contact Jess or Becky in Payroll for assistance.

IF YOUR TIME OFF REQUEST IS DENIED, YOU MUST WITHDRAWAL THE ORIGINAL REQUEST AND RESUBMIT A CORRECTED REQUEST.

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	40+ (2)	Holiday	Regular
Current	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.50	0.00
Post-Request* (on 03/23/16)	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.50	0.00

* - Estimated Post-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.

Existing Time Off Requests

Click a day to add or update a Leave Request

March 2016

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Pay period start	11	12
13	14	15 7.5 - Vacation Leave (P)	16	17	18	19
20	21	22	23	24 Pay period start	25	26
27	28	29	30	31		

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

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled?	Reason	Date Submitted	Date Approved	Actions
				Yes	No			Submit Withdraw
Pending	03/15/2016	7.5	Vacation Leave			03/15/2016		<div>SubmitWithdraw</div>

Submit ActionsReset

A

B

SUBMITTING TIME RECORDS

Once your time record has been completed and all time off requests have been submitted to your supervisor, you can then check the box stating, **"I certify that this time report represents a correct accounting for the specified period"** (See letter A) and click the **Submit to Supervisor** button (See letter B).

Time Record															Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0									
Date	Record hours				On Call	Mlt	Stand By	Tardy Min	Summary				Time Charged (Hours)											
	In	Out	In	Out					Wks	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Sched	PL	CT	Holi	VRW	Lost	NoChg
Thu 3/10	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Fri 3/11	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Sat 3/12								0	0	0	0	0	0	0										
Sun 3/13								0	0	0	0	0	0	0										
Mon 3/14	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Tue 3/15	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Wed 3/16	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Week 1 Totals								0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0		
Thu 3/17	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Fri 3/18	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Sat 3/19								0	0	0	0	0	0	0										
Sun 3/20								0	0	0	0	0	0	0										
Mon 3/21	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Tue 3/22	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Wed 3/23	08:00a	11:30a	12:00p	04:00p				0	7.5	0	7.5	7.5	0	0										
Week 2 Totals								0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0			
Payroll Period Totals								0	0	75	0	75	75	0	0	0	0	0	0	0	0			

Time Record Comments		Paid Hours		Accrual Balances									
[No Comments]		Pay Type	Hours	All Values are Hours									
Additional Comments:		Holiday	0	Name	Vac	Sick	Family	PL	Comp	40+(1)	40+(2)	Holiday Float	Reg
		Overtime	0	Beginning	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.50	0.00
		Extra Time	0	Charged								0	0
		Lost Time	0	Sub-Total	278.25	624.50	0.00	37.50	0.00	0.00	0.00	7.5	0
		Standby	0	Earned								0	0
				Adjustments									
				Ending	278.25	624.50	0.00	37.50	0	0.00	0.00	7.5	0

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

B → **Submit To Supervisor**

The employee can still submit the time record even if the supervisor has not electronically approved a time off request for that particular period. The employee will receive a soft warning (Shown below). This **WILL NOT** stop the time sheet from saving or being submitted to the supervisor. If you receive the warning shown below, please make sure the correct numbers of hours are being reported between the total hours worked and time charged.

Hours in a day need to be either equal or greater than the work schedule for the day.

OK

Your time sheet is now pending waiting for your supervisor to approve (See letter A).

Employee Time Record for March 10 -23, 2016																													
Accrual Period																													
25 ~ Mar 10 -23, 2016 ~ Pending Change Period																													
Time Record Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0																													
Date	Record hours				+	On Call	Mdt	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 3/10	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Fri 3/11	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Sat 3/12					[+]	[+]			0	0	0	0	0	0	0														
Sun 3/13					[+]	[+]			0	0	0	0	0	0	0														
Mon 3/14	08:30a	11:30a	12:00p	04:30p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Tue 3/15	08:30a	11:30a	12:00p	04:30p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Wed 3/16	08:30a	11:30a	12:00p	04:30p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Week 1 Totals									0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Thu 3/17	08:30a	11:30a	12:00p	04:30p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Fri 3/18	08:30a	11:30a	12:00p	04:30p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Sat 3/19					[+]	[+]			0	0	0	0	0	0	0														
Sun 3/20					[+]	[+]			0	0	0	0	0	0	0														
Mon 3/21	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Tue 3/22	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Wed 3/23	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Week 2 Totals									0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0	0		
Payroll Period Totals									0	0	75	0	75	75	0	0	0	0	0	0	0	0	0	0	0	0			

Once the supervisor approves your time record, the status will show as approved (See letter B).

Employee Time Record for March 10 -23, 2016																													
Accrual Period																													
25 ~ Mar 10 -23, 2016 ~ Approved Change Period																													
Time Record Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0																													
Date	Record hours				+	On Call	Mdt	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 3/10	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Fri 3/11	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Sat 3/12					[+]	[+]			0	0	0	0	0	0	0														
Sun 3/13					[+]	[+]			0	0	0	0	0	0	0														
Mon 3/14	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Tue 3/15	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Wed 3/16	10:30a	11:30a	12:00p	04:00p	[+]	[+]			0	5	2.5	7.5	5	0	0		2.5		Y				0						
Week 1 Totals									0	0	35	2.5	37.5	35	0	0	0	2.5	0	0	0	0	0	0	0	0			
Thu 3/17	08:00a	11:30a	12:00p	03:00p	[+]	[+]			0	6.5	1	7.5	6.5	0	0	1							0						
Fri 3/18	08:00a	11:30a	12:00p	03:45p	[+]	[+]			0	7.25	0.25	7.5	7.25	0	0	0.25							0						
Sat 3/19					[+]	[+]			0	0	0	0	0	0	0														
Sun 3/20					[+]	[+]			0	0	0	0	0	0	0														
Mon 3/21	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Tue 3/22	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Wed 3/23	08:00a	11:30a	12:00p	04:00p	[+]	[+]			0	7.5	0	7.5	7.5	0	0														
Week 2 Totals									0	0	36.25	1.25	37.5	36.25	0	0	1.25	0	0	0	0	0	0	0	0				
Payroll Period Totals									0	0	71.25	3.75	75	71.25	0	0	1.25	2.5	0	0	0	0	0	0	0				

HISTORY

You can view prior time records by selecting the **History** link located below your name. You would first choose what year to view (See letter A), and then select load history (See letter B). The history **ONLY** goes back as far as you have been using the new SUNY Time Accounting System. All time records for that year will then display. You would then select the particular time record by clicking on the bubble (See letter C) and selecting the **Details** button below to view that particular record(See letter D).

12-Month Employee History

Time Record Year

2015

Load History

Accrual History

Accrual Period	Accrual Rate	VAC Start	VAC Used	SICK Start	SICK Used	FSL Used	HOL Start	HOL Used	Submitted	Approved	Denied	Status
<input type="radio"/> 12/17/2015 - 12/30/2015	3.75	207.88	9.50	563.88	0.00	0.00	5.50	0.00		01/05/2016		Approved
<input checked="" type="radio"/> 12/03/2015 - 12/16/2015	3.75	210.13	0.50	560.13	0.00	0.00	5.50	0.00	12/18/2015	12/21/2015		Approved
<input type="radio"/> 11/19/2015 - 12/02/2015	3.75	219.38	15.00	556.38	0.00	0.00	7.50	2.00	12/07/2015	12/09/2015		Approved
<input type="radio"/> 11/05/2015 - 11/18/2015	3.75	243.63	22.50	552.63	0.00	0.00	7.50	0.00	11/20/2015	11/24/2015		Approved
<input type="radio"/> 10/22/2015 - 11/04/2015	3.75	237.88	0.00	548.88	0.00	0.00	0.00	0.00	11/04/2015	11/05/2015		Approved
<input type="radio"/> 10/08/2015 - 10/21/2015	0	215.25	0.00	513.75	0.00	0.00	0.00	0.00	10/29/2015	10/30/2015		Approved
<input type="radio"/> 05/21/2015 - 05/27/2015	0	215.25	0.00	513.75	0.00	0.00	0.00	0.00	05/27/2015	05/27/2015		Approved
<input type="radio"/> 05/07/2015 - 05/20/2015	3.75	209.50	0.00	510.00	0.00	0.00	0.00	0.00	05/27/2015	05/27/2015		Approved
<input type="radio"/> 04/23/2015 - 05/06/2015	3.75	211.25	7.50	506.25	0.00	0.00	0.00	0.00	05/21/2015	05/19/2015		Approved
<input type="radio"/> 04/09/2015 - 04/22/2015	3.75	205.50	0.00	512.00	9.50	0.00	0.00	0.00		05/19/2015		Approved
<input type="radio"/> 03/26/2015 - 04/08/2015	3.75	199.50	0.00	513.25	5.00	0.00	0.00	0.00	04/20/2015	05/11/2015		Approved
<input type="radio"/> 03/12/2015 - 03/25/2015	3.75	193.75	0.00	509.50	0.00	0.00	0.00	0.00	04/01/2015	04/19/2015		Approved

Displaying all 12 records.

Details

Once the screen loads, you can view the selected time record (See below).

Employee Time Record for December 3 -16, 2015

Accrual Period

19 ~ Dec 3 -16, 2015 ~ Approved

Change Period

Time Record

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours	In	Out	In	Out	+	On Call	Mdt	Stand By	Tardy	Summary	Wk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	NoChg	
Thu 12/3	08:00a 11:30a 12:00p 03:30p										0	7	0.5	7.5	7	0	0	0.5						0				
Fri 12/4	08:00a 11:30a 12:00p 02:00p										0	5.5	2	7.5	5.5	0	0	1.75					0.25	0				
Sat 12/5											0	0	0	0	0	0	0											
Sun 12/6											0	0	0	0	0	0	0											
Mon 12/7											0	0	7.5	7.5	0	0	0		7.5		N			0				
Tue 12/8											0	0	7.5	7.5	0	0	0		7.5		N			0				
Wed 12/9	09:00a 11:30a 12:00p 04:00p										0	6.5	1	7.5	6.5	0	0	0.5					0.5	0				
Week 1 Totals											0	0	19	18.5	37.5	19	0	0	2.75	15	0		0.5	0.25	0	0	0	0
Thu 12/10	08:00a 11:30a 12:00p 04:00p										0	7.5	0	7.5	7.5	0	0											
Fri 12/11	08:00a 11:30a 12:00p 04:00p										0	7.5	0	7.5	7.5	0	0											
Sat 12/12											0	0	0	0	0	0	0											
Sun 12/13											0	0	0	0	0	0	0											
Mon 12/14	10:45a 11:30a 12:00p 04:00p										0	4.75	2.75	7.5	4.75	0	0	2.75						0				
Tue 12/15	08:00a 11:30a 12:00p 04:00p										0	7.5	0	7.5	7.5	0	0											
Wed 12/16	08:00a 11:30a 12:00p 04:00p										0	7.5	0	7.5	7.5	0	0											
Week 2 Totals											0	0	34.75	2.75	37.5	34.75	0	0	2.75	0	0		0	0	0	0	0	0
Payroll Period Totals											0	0	53.75	21.25	75	53.75	0	0	5.5	15	0		0.5	0.25	0	0	0	0

REGULAR HOLIDAYS

The list of regular holidays are: New Year’s Day, Dr Martin Luther King, Jr. Day, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day. The holidays observed from year to year are subject to change.

When holidays occur during a pay period, the system will distinguish those dates in two ways. Firstly, the system will list those dates under the **Note Section** (See letter A). Secondly, the holidays will be highlighted in peach (See letter B). Since the system operates in current time, the holidays will not be highlighted in peach until the actual date of holiday.

The following message will show on the time record about the holiday; **“If you worked on a holiday, please check the holiday charge amount. If you need to modify existing charges on a holiday, you can withdraw the existing charges and request a new one.”** Instructions on what to do when observing the holiday, working regular/overtime hours on a holiday are described within the next few sections.

A

Notes:
• 02/12/2016 is Lincoln's Birthday.
• 02/15/2016 is Washington's Birthday.

Employee Time Record for February 11 -24, 2016

As submitted at 12:41:09 PM

Accrual Period

24 ~ Feb 11 -24, 2016 ~ Approved

Change Period

Time Record

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL

Scheduled Hours: 75.0

Date	In	Out	In	Out	On Call	Mdt	Stand By	Tardy	Summary	Time Charged (Hours)															
									Wkks	Chg	Tot	Reg	OT	OT	Vac	Sick	Family	PL	Comp	40+(1)	40+(2)	Holiday	Float	Reg.	
Thu 2/11	08:00a	11:30a	12:00p	04:00p					0	7.5	0	7.5	7.5	0	0										
Fri 2/12	08:30a	11:30a	12:00p	04:30p					0	7.5	0	7.5	7.5	0	0										
Sat 2/13									0	0	0	0	0	0	0										
Sun 2/14									0	0	0	0	0	0	0										
Mon 2/15									0	0	7.5	7.5	0	0	0								7.5		
Tue 2/16									0	0	7.5	7.5	0	0	0	7.5						0			
Wed 2/17	07:45a	11:30a	12:00p	04:00p					0	7.75	0	7.75	7.5	0.25	0										
Week 1 Totals									0	22.75	15	37.75	22.5	0.25	0	7.5	0	0	0	0	0	7.5	0	0	0
Thu 2/18	07:45a	11:30a	12:00p	04:00p					0	7.75	0	7.75	7.5	0.25	0										
Fri 2/19	07:45a	11:30a	12:00p	04:00p					0	7.75	0	7.75	7.5	0.25	0										
Sat 2/20									0	0	0	0	0	0	0										
Sun 2/21									0	0	0	0	0	0	0										
Mon 2/22	08:00a	11:30a	12:00p	04:00p					0	7.5	0	7.5	7.5	0	0										
Tue 2/23	07:45a	11:30a	12:00p	03:45p					0	7.5	0	7.5	7.5	0	0										
Wed 2/24	08:30a	11:30a	12:00p	04:00p					0	7	0.5	7.5	7	0	0	0.5						0			
Week 2 Totals									0	0	37.5	0.5	38	0.5	0	0.5	0	0	0	0	0	0	0	0	
Payroll Period Totals									0	0	60.25	15.5	75.75	59.5	0.75	0	8	0	0	0	0	7.5	0	0	

OBSERVING REGULAR HOLIDAYS

If you are observing the regular holiday (not working), you simply leave that particular day blank (See letter C). The system automatically generates a time off request for the regular holiday to show that you accrued and charged the holiday off (See letter D). You do not need to take any actions.

C

Mon 9/5

0

0

7.5

7.5

0

0

0

7.5

Tue 9/6

08:00a

11:30a

12:00p

04:45p

0

8.25

0

8.25

7.5

0.75

0

Wed 9/7

08:00a

11:30a

12:00p

04:30p

0

8

0

8

7.5

0.5

0

Week 2 Totals

0

0

31.75

7.5

39.25

30

1.75

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

Payroll Period Totals

0

0

69.25

7.5

76.75

67.5

1.75

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

Time Record Comments

[No Comments.]

Paid Hours

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

Accrual Balances

Name	Vac	Sick	Family	PL	Comp	40+(1)	40+(2)	Holiday	Float	Reg.
Beginning	267.50	647.50	0.00	37.50	1.00	0.00	0.00	7.50	0.00	
Charged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.5	
Sub-Total	267.50	647.50	0.00	37.50	1.00	0.00	0.00	7.50	-7.5	
Earned	5.75	3.75	0.00	0.00	1.75	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	
Ending	273.25	651.25	0.00	37.50	2.75	0.00	0.00	7.50	0	

Additional Comments:

View Holidays

PDF Report

Existing Time Off Requests

Leave Dates	status	# of Hours	Leave Type	Reason	Date Submitted	Date Approved
09/05/2016-09/05/2016	Approved	7.5	Holiday Comp Leave	Labor Day		

D

WORKING THE REGULAR HOLIDAY

If you are working your entire regular work shift, enter those hours worked in your time record first and click save time record (See letter E). The system will show you have overtime (See letter F) but this will be fixed once the system generated holiday time off request is withdrawn.

E →

Time Record

Accrual Type: NU03 - Operational Services - 40 HR OBL Scheduled Hours: 80.0

Date	Record hours				On Call	Mdt	Stand By	Tardy Min	Summary				Time Charged (Hours)										
	In	Out	In	Out					Wk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL	Sched	PL	CT	Holi	VRW
Thu 10/6	07:00a	12:00p	12:30p	03:30p				0	8	0	8	8	0	0									
Fri 10/7	07:00a	12:00p	12:30p	03:30p				0	8	0	8	8	0	0									
Sat 10/8								0	0	0	0	0	0	0									
Sun 10/9								0	0	0	0	0	0	0									
Mon 10/10	07:00a	12:00p	12:30p	03:30p				0	8	8	16	8	0	8						8			
Tue 10/11	07:00a	12:00p	12:30p	03:30p				0	8	0	8	8	0	0									
Wed 10/12								0	0	8	8	0	0	0		8				0			
Week 1 Totals									0	0	32	16	48	32	0	8	8	0	0	8	0	0	0
Thu 10/13	07:00a	12:00p	12:30p	03:30p				0	8	0	8	8	0	0									
Fri 10/14	07:00a	12:00p	12:30p	03:30p				0	8	0	8	8	0	0									
Sat 10/15								0	0	0	0	0	0	0									
Sun 10/16								0	0	0	0	0	0	0									
Mon 10/17	07:00a	12:00p	12:30p	03:30p				0	8	0	8	8	0	0									
Tue 10/18								0	0	8	8	0	0	0		8		Y		0			
Wed 10/19								0	0	8	8	0	0	0		8		Y		0			
Week 2 Totals									0	0	24	16	40	24	0	0	0	16	0	0	0	0	0
Payroll Period Totals									0	0	56	32	88	56	0	8	8	16	0	0	0	0	0

Time Record Comments

[No Comments.]

Additional Comments:

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	8
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	76.50	324.50	16.00	0.00	0.00	0.00	0.00	0.00	0.00
Charged	8.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	8
Sub-Total	68.50	308.50	16.00	0.00	0.00	0.00	0.00	0.00	-8
Earned	6.00	4.00	0.00	0.00	0	0.00	0.00	0.00	8
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending	74.50	312.50	16.00	0.00	0	0.00	0.00	0.00	0

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

E →

Save Time Record

Submit To Supervisor

View Holidays

PDF Report

You MUST then withdraw the system generated time off request. Under the time off request link, click on the withdraw bubble for that particular regular holiday (See letter G). Then click on the submit actions button to delete that request (See letter H).

E →

Existing Time Off Requests

Click a day to add or update a Leave Request

October 2016

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Columbus Day 8 - Holiday Comp Leave (A)	11	12	13	14	15
16	17	18	19	20 Pay period start	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.

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled? Yes No	Reason	Date Submitted	Date Approved	Actions Submit Withdraw Approve Deny		
Approved	10/10/2016	8	Holiday Comp Leave		Columbus Day			<div>Withdraw</div>		

H →

Submit Actions

Reset

After withdrawing the time off request, the time record shows 8 hours worked on the regular holiday and no overtime (See letter I).

Time Record										Accrual Type: NU03 - Operational Services - 40 HR OBL																		Scheduled Hours: 80.0				
Date	Record hours				+	On Call	Mdt	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	8	8	0	0	0		8		N			0										
Fri 10/7					[+]]	[+]]			0	0	8	8	0	0	0		8		N			0										
Sat 10/8					[+]]	[+]]			0	0	0	0	0	0	0																	
Sun 10/9					[+]]	[+]]			0	0	0	0	0	0	0																	
Mon 10/10	07:00a	12:00p	12:30p	03:30p	[+]]	[+]]			0	8	0	8	8	0	0																	
Tue 10/11	07:00a	12:00p	12:30p	03:30p	[+]]	[+]]			0	8	0	8	8	0	0																	
Wed 10/12	07:00a	12:00p	12:30p	03:30p	[+]]	[+]]			0	8	0	8	8	0	0																	
Week 1 Totals													0	0	24	16	40	24	0	0	0	16	0		0	0	0	0	0	0		

WORKING A PARTIAL SHIFT ON THE REGULAR HOLIDAY

If you're only working a portion of your regular work shift on the regular holiday, go to your time record first and record the hours work on the holiday and click save time record (See letter J). The system will show you have overtime (See letter K) but this will be fixed once the system generated holiday time off request is withdrawn and you resubmit a time off request with the correct number of hours being observed.

Time Record															Accrual Type: NU03 - Operational Services - 40 HR OBL Scheduled Hours: 80.0																
Date	Record hours				+	On	Mdt	Stand	Tardy	Summary				Time Charged (Hours)												PL	CT	Holi	VRW	Lost	NoChg
	In	Out	In	Out						Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL	Schd											
Thu 10/6	07:00a	12:00p	12:30p	03:30p	[+]	[+]			0	8	0	8	8	0	0																
Fri 10/7	07:00a	12:00p	12:30p	03:30p	[+]	[+]			0	8	0	8	8	0	0																
Sat 10/8					[+]	[+]			0	0	0	0	0	0	0																
Sun 10/9					[+]	[+]			0	0	0	0	0	0	0																
Mon 10/10	07:00a	11:00a			[+]	[+]			0	4	8	12	4	0	4													8			
Tue 10/11	07:00a	12:00p	12:30p	03:30p	[+]	[+]			0	8	0	8	8	0	0																
Wed 10/12					[+]	[+]			0	0	8	8	0	0	0	8												0			
Week 1 Totals									0	0	28	16	44	28	0	4	8	0	0			0	0	8	0	0	0	8	0	0	0
Thu 10/13	07:00a	12:00p	12:30p	03:30p	[+]	[+]			0	8	0	8	8	0	0																
Fri 10/14	07:00a	12:00p	12:30p	03:30p	[+]	[+]			0	8	0	8	8	0	0																
Sat 10/15					[+]	[+]			0	0	0	0	0	0	0																
Sun 10/16					[+]	[+]			0	0	0	0	0	0	0																
Mon 10/17	07:00a	12:00p	12:30p	03:30p	[+]	[+]			0	8	0	8	8	0	0																
Tue 10/18					[+]	[+]			0	0	8	8	0	0	0		8		Y								0				
Wed 10/19					[+]	[+]			0	0	8	8	0	0	0		8		Y								0				
Week 2 Totals									0	0	24	16	40	24	0	0	0	16	0			0	0	0	0	0	0	0	0	0	0
Payroll Period Totals									0	0	52	32	84	52	0	4	8	16	0			0	0	8	0	0	0	8	0	0	0

Time Record Comments

[No Comments.]

Additional Comments:

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	4
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	76.50	324.50	16.00	0.00	0.00	0.00	0.00	0.00	0.00
Charged	8.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	8
Sub-Total	68.50	308.50	16.00	0.00	0.00	0.00	0.00	0.00	-8
Earned	6.00	4.00	0.00	0.00	0	0.00	0.00	0.00	8
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending	74.50	312.50	16.00	0.00	0	0.00	0.00	0.00	0

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

Save Time Record

Submit To Supervisor

Approve

Deny

View Holidays

PDF Report

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

After the time off request is approved by your supervisor, the time record shows 4 hours worked on the regular holiday, 4 hours regular holiday observed and no overtime (See letter N).

After entering the hours worked for the regular holiday (See letter O), if you receive time when working a regular holiday, the system will add those accruals to your balances (See letter P). If you receive holiday pay for working a holiday, your payment will be processed in the next available payroll once your supervisor has approved your time record.

OBSERVING REGULAR HOLIDAY BUT WORK OVERTIME

If you are observing your regular shift during the holiday but work overtime outside your normal shift, enter the overtime hours for that day **ONLY**. The system will still automatically generate a time off request for the holiday to show that you accrued and charged your regular hours that day. A completed and signed overtime form **MUST** be submitted to Payroll for payment.

Time Record

Accrual Type: NU03 - Operational Services - 40 HR OBL

Scheduled Hours: 80.0

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	07:00a	12:00p	12:30p	03:30p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0											
Fri 10/7	07:00a	12:00p	12:30p	03:30p	[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	8	0	8	8	0	0											
Sat 10/8					[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0											
Sun 10/9					[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0											
Mon 10/10	07:00p	11:00p			[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	4	8	12	4	0	4								8			
Tue 10/11					[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	8	8	0	0	0					8		0				
Wed 10/12					[+]	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	8	8	0	0	0					8		0				
Week 1 Totals									0	0	20	24	44	20	0	4	0	0	0		16	0	8	0	0	0

FLOATING HOLIDAYS

The list of floating holidays are: Lincoln's Birthday and Election Day. The floating holidays observed from year to year are subject to change.

When holidays occur during a pay period, the system will distinguish those dates in two ways. Firstly, the system will list those dates under the **Note Section** (See letter Q). Secondly, the holidays will be highlighted in peach (See letter Q). Since the system operates in current time, the holidays will not be highlighted in peach until the actual date of holiday.

Employee Time Record for February 9 -22, 2017

As submitted at 10:15:53 AM

Notes:

- 02/13/2017 is Lincoln's Birthday."
- 02/20/2017 is Washington's Birthday."

Accrual Period

23 ~ Feb 9 -22, 2017 ~ Working

Change Period

Time Record

Anniversary Date: 07/25/2005

Personal Leave Date:07/25/2005

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 2/9					[+]	[+]			0	0	3	3	0	0	0	3							0		
Fri 2/10					[+]	[+]			0	0	4.5	4.5	0	0	0		4.5		Y				0		
Sat 2/11					[+]	[+]			0	0	0	0	0	0	0										
Sun 2/12					[+]	[+]			0	0	0	0	0	0	0										
Mon 2/13					[+]	[+]			0	0	0	0	0	0	0										
Tue 2/14					[+]	[+]			0	0	0	0	0	0	0										
Wed 2/15					[+]	[+]			0	0	1.25	1.25	0	0	0		1.25		Y				0		
Week 1 Totals									0	0	0	8.75	8.75	0	0	0	3	5.75	0		0	0	0	0	0

The system automatically gives you the floating holiday accrual (See letter R). If you are going to work your entire regular shift, enter those hours for the floating holiday and save time record (See letter S). Your time record is set at this point and you have earned your full floating holiday accrual.

23 ~ Feb 9 ~ 22, 2017 ~ Working

Change Period

Time Record

Anniversary Date: 07/25/2005 Personal Leave Date: 07/25/2005 Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours				On Call	Mdt	Stand By	Tardy Min	Summary			Time Charged (Hours)												
	In	Out	In	Out					Wk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL	PL	CT	Holi	VRW	Lost	NoChg
Thu 2/9					[+]			0	0	3	3	0	0	0	3						0			
Fri 2/10					[+]			0	0	4.5	4.5	0	0	0		4.5		Y			0			
Sat 2/11					[+]			0	0	0	0	0	0	0										
Sun 2/12					[+]			0	0	0	0	0	0	0										
Mon 2/13	08:00a	11:30a	12:00p	04:00p	[+]			0	7.5	0	7.5	7.5	0	0										
Tue 2/14					[+]			0	0	0	0	0	0	0										
Wed 2/15					[+]			0	0	1.25	1.25	0	0	0		1.25		Y			0			
Week 1 Totals									0	0	7.5	8.75	16.25	7.5	0	0	3	5.75	0	0	0	0	0	
Thu 2/16					[+]			0	0	0	0	0	0	0										
Fri 2/17					[+]			0	0	0	0	0	0	0										
Sat 2/18					[+]			0	0	0	0	0	0	0										
Sun 2/19					[+]			0	0	0	0	0	0	0										
Mon 2/20					[+]			0	0	7.5	7.5	0	0	0						7.5				
Tue 2/21					[+]			0	0	2.5	2.5	0	0	0		2.5		Y		0				
Wed 2/22					[+]			0	0	0	0	0	0	0										
Week 2 Totals									0	0	0	10	10	0	0	0	0	0	2.5	0	0	7.5	0	0
Payroll Period Totals									0	0	7.5	18.75	26.25	7.5	0	0	3	5.75	2.5	0	0	7.5	0	0

Time Record Comments

[No Comments.]

Additional Comments:

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	74.50	132.00	10.00	2.50	3.50	0.00	0.00	6.50	0.00
Charged	3.00	8.25	2.50	0.00	0.00	0.00	0.00	0.00	7.5
Sub-Total	71.50	123.75	12.50	2.50	3.50	0.00	0.00	6.50	-7.5
Earned	5.75	3.75	0.00	0.00	0	0.00	0.00	7.50	7.5
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending	77.25	127.50	12.50	2.50	3.5	0.00	0.00	14.00	0

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

Save Time Record Submit To Supervisor

View Holidays PDF Report

If you are going to observe the floating holiday (not work) or only work a partial regular shift, you would enter your hours worked in the time record if any and then go into the time off request screen and charge the total hours observed that day to floating holiday (See letter T). Once approved by your supervisor, the system will deduct the hours from your floating holiday accrual balance accordingly.

Single Day Leave (using quarter units)

From Date:

02/13/2017

Vacation:

0

Sick:

0

Family Sick:

0

Holiday:

0

Floater:

7.5

Voluntary Work Reduction:

0

Lost Time:

0

Military Leave:

0

Non-Chargeable:

0

Non-Chargeable Type:

Administrative Leave

Personal:

0

Compensatory:

0

Adjustment Reason:

Select ...

Comments (g) :

Save

Save And Submit

Delete

Cancel

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

REGULAR/FLOATING HOLIDAYS AVAILABLE FOR CHARGING

You can view what holiday accruals are available for charge by clicking on the **View Holiday** button located at the bottom of the time record screen (See letter U).

Time Record
Anniversary Date: 12/03/1981
Personal Leave Date: 12/03/1981
Accrual Type: NU03 - Operational Services - 40 HR OBL
Scheduled Hours: 80.0

Date	Record hours				On Call	Mdt	Stand By	Tardy Min	Summary				Time Charged (Hours)										
	In	Out	In	Out					Wk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL	Ph	CT	Hol	VRW	Leat
Thu 2/9	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Fri 2/10	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Sat 2/11					[+]	[+]		0	0	0	0	0	0	0									
Sun 2/12					[+]	[+]		0	0	0	0	0	0	0									
Mon 2/13	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Tue 2/14	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Wed 2/15					[+]	[+]		0	0	8	8	0	0	0	8					0			
Week 1 Totals								0	0	32	8	40	32	0	0	8	0	0	0	0	0	0	0
Thu 2/16	08:00a	04:00p	04:00p	12:00a	[+]	[+]		0	16	0	16	8	0	8									
Fri 2/17	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Sat 2/18					[+]	[+]		0	0	0	0	0	0	0									
Sun 2/19					[+]	[+]		0	0	0	0	0	0	0									
Mon 2/20	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Tue 2/21	08:00a	04:00p			[+]	[+]		0	8	0	8	8	0	0									
Wed 2/22					[+]	[+]		0	0	8	8	0	0	0	8					0			
Week 2 Totals								0	0	40	8	48	32	0	8	8	0	0	0	0	0	0	
Payroll Period Totals								0	0	72	16	88	64	0	8	16	0	0	0	0	0	0	

Time Record Comments
[No Comments.]

Additional Comments:

Paid Hours
Pay Type Hours
Holiday 0
Overtime 8
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 365.00 1588.00 0.00 40.00 0.00 0.00 0.00 8.00 45.00
Charged 16.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0
Sub-Total 349.00 1588.00 0.00 40.00 0.00 0.00 0.00 8.00 45
Earned 6.00 4.00 0.00 0.00 0 0.00 0.00 8.00 8
Adjustments 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Ending 355.00 1592.00 0.00 40.00 0 0.00 0.00 16.00 53

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

Save Time Record Submit To Supervisor Approve Deny

View Holidays PDF Report

As you can see there is two floating holidays (See letter V) and multiple regular holiday (See letter W) available for use. Floating holidays have a Y indicator for yes and regular holidays have an N indicator for no. The expiration date column is the last possible day to charge that particular holiday before it expires (See letter X).

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floaters?
02/12/2016	Lincoln's Birthday	8	8	02/11/2017	Y
02/15/2016	Washington's Birthday	8	8	02/14/2017	N
05/30/2016	Memorial Day	8	8	05/29/2017	N
07/04/2016	Independence Day	8	7	07/03/2017	N
09/05/2016	Labor Day	8	8	09/04/2017	N
10/10/2016	Columbus Day	8	8	10/09/2017	N
11/08/2016	Election Day	8	0	11/07/2017	Y
11/11/2016	Veterans' Day	8	0	11/10/2017	N
11/24/2016	Thanksgiving Day	12	0	11/23/2017	N
12/26/2016	Christmas Day	8	0	12/24/2017	N
01/02/2017	New Year's Day	8	0	12/31/2017	N
01/16/2017	Martin Luther King Day	8	0	01/15/2018	N
02/13/2017	Lincoln's Birthday	8	0	02/12/2018	Y
02/20/2017	Washington's Birthday	8	0	02/19/2018	N

POINT OF CONTACT

If you have any questions, please contact Jess Haggett at haggetjl@potdam.edu, 315-267-2093 or Becky Lawrence at lawrenbl@potdam.edu, 315-267-2090.