UUP FLSA (Fair Labor Standard Act) Non-Exempt Employees who are Overtime Eligible Online Time Sheet Instructions

Sign On:

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

• <u>https://www.suny.edu/time</u>

If EduPerson has been established at the campus, employees will simply sign into the link above and entering their existing user id and password. The verification process is not necessary.

TAS Home Page:

From the TAS Home Page (shown below), click on the Time and Attendance button to be brought into your Time Record, Time off Request or Supervisor Work Roster.

Employr	ment Roles					
	Status		Role Type			Effective Dates
\odot	Current	Regular State Employee			12/06/2001 - [No End Date]	
				Displaying single result.		
Time and	d Attendance Vie	w Paycheck				

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

Employee: Tir		istory Request Tir	me Off Home		prover: Work R		or: Search Work	Roster Campu	
			-	ime and Attendan	ce Record for				
			· · · ·						
				Jane Doe (1					
	Employ	ree Info Time Rec	ord History	Request Time Off	Adjust Balances	Manage Holiday	/s Setup Designe	e	•
ampus: 28150									Supervise
epartment: 🦦						5			
			Em	ployee Time Reco	rd for June 201	17			
Accrual Period									
Accrual Period		- 1							
	Change Peri	od							
	Change Perio	od							FLSA Timeshe
	Change Peri	od							FLSA Timeshe
June 2017 ~ Working Accrual Balances				Family Sick	Lost	Holic	lav	Non-	
June 2017 ~ Working 💌	Change Perio Vacation	od FisaComp Days(Hours)	Sick*	Family Sick Used	Lost Time	Holic	lay Regular	Non- Time	FLSA Timeshe Chargeable Reason
June 2017 ~ Working Accrual Balances		FisaComp	Sick * 9.66						Chargeable
June 2017 ~ Working Accrual Balances Name	Vacation	FisaComp Days(Hours)		Used	Time	Floater	Regular	Time	Chargeable
June 2017 ~ Working Accrual Balances Name Beginning	Vacation 7.41	FisaComp Days(Hours) 0.00 (0.00) 0.00 (0.00)	9.66	Used 0.00	Time 0.00	Floater 0.00	Regular 0.00	Time 0.00	Chargeable
June 2017 ~ Working Accrual Balances Name Beginning Charged	Vacation 7.41 0.00	FlsaComp Days(Hours) 0.00 (0.00) 0.00 (0.00) 0.00 (0.00)	9.66 0.00	Used 0.00 0.00	Time 0.00 0.00	Floater 0.00 0.00	Regular 0.00 0.00	Time 0.00 0.00	Chargeable
June 2017 ~ Working Accrual Balances Name Beginning Charged Sub-Total	Vacation 7.41 0.00 7.41	FisaComp Days(Hours) 0.00 (0.00) 0.00 (0.00)	9.66 0.00 9.66	Used 0.00 0.00 0.00	Time 0.00 0.00 0	Floater 0.00 0.00 0.00 0.00	Regular 0.00 0.00 0.00 0.00	Time 0.00 0.00 0.00	Chargeable

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

- 1) IN/OUT field same as those on classified and hourly time records. 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 also have the ability to 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.

ime Record	Posting
Single Day Le	ave (using quarter Units)
Vacation	Days
Sick	0
Family	0
Holiday	0
Floater	0
Comp Time	0
Non-Chargeable	0
Non-Chargeable Type	Administrative Leave
Comments	Enter Comments
	al
	CLOSE SUBMIT
	FAMILY

Employee	e Time I	Record	for 06/01	/2017~	06/14/2017
		and the second second second		the second second	

06/01/2017 ~ 06/14/2017 ~ Working

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	12.30p				HOURS WOR	KED OVER 40	0			
	12.30p			WEEKLY	COMP TIME OF	ROTEARNED	0			
a 12:00p		04.00p	In	Out	0	•	7.5	0	0	Charge
	12:30p	04:00p	ln	Out	•	•	7.5	0	0	Charge
Out	in	Out	In	Out	- 0	•	0	4	0	Charge
a 12:00p	In	Out	In	Οιπ						
Out	In	Out	In	Out	•	•	0	0	0	Charge
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a 02:00p	12:30a	06:00p	In	Out	0	•	23.5	0	0	Charge
a 12:00p	12 <mark>:30</mark> p	06:00p	In	Out	•	•	9.5	0	0	Charge
							57.5	4	0	
							17.5			
				WEEKLY	COMP TIME O	R OT EARNED	26.25			
					PE	RIOD TOTALS	89.5	8	0	
				H	OURS OVER 4	10 PAID AS OT				
			HOURS	OVER 40 E	ARNED AS FLS	SA CONP TIME	26.25			
ents				CHARGE	UMMARY					All values are d
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Nothing found to display.

Audit Details

Nothing found to display.

- 6) Comments employees are able to include comments to that will be attached to the time record for the supervisor.
- 7) Charge Summary summary of time charged.
- 8) Employees must "certify" represents correct information before submitting to the supervisor.
- 9) Employees have the ability to SAVE the time record as they enter their time and SUBMIT their time record when completed.
- 10) PDF Employees have the ability to print a summary of their time record if desired.
- 11) Existing Time Off Request list of approved time off requests.
- 12) Audit Will give employees an audit trial of their time record. This information includes: Action Type: pending, submit, approved, disapproved, resubmit Created Date – date/Time Created by User – name of the employee that submitted the time record Modified Date – date/Time Modified by User – name of employee that modified the time record

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

To submit monthly time record:

				ime and Attendar					
	Employ	ee Info Time Reg	ord History	Jane Doe (1		Manage Holidays	L Setun Decigne		
ampus: 28150	Employ			Request fille Off	Aujust Dalarice	s Manage Holidays	Setup Designe		Supervi
epartment: 🕤						-			
			Em	ployee Time Reco	rd for June 20	17			
Accrual Period									
June 2017 ~ Working	 Change Peri 	od							
,									FLSA Times
Accrual Balances									
Name	Vacation	FisaComp	Sick*	Family Sick	Lost	Holiday		N	on-Chargeable
		Days(Hours)		Used	Time	Floater	Regular	Time	Reason
Beginning	7.41	0.00 (0.00)	9.66	0.00	0.00	0.00	0.00	0.00	
Charged	0.00	0.00 (0.00)	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00 (0.00)	9.66	0.00	0	0.00	0.00	0.00	
Sub-Total	7.41								
Earned	1.34	0.00 (0.00)	1.34	0.00	0.00	0.00	0.00	0.00	
Earned Adjustments	1.34 0.00	0.00 (0.00) 0.00 (0.00)	1.34 0.00	0.00	0.00	0.00	0.00	0.00	
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Earned Adjustments Ending Includes family sick leave b	1.34 0.00 8.75	0.00 (0.00) 0.00 (0.00)	1.34 0.00	0.00	0.00	0.00	0.00 0.00	0.00 0.00	update an Accrual (
Earned Adjustments Ending Includes family sick leave b	1.34 0.00 8.75	0.00 (0.00) 0.00 (0.00) 0.00 (0.00)	1.34 0.00	0.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00 a day to add or	update an Accrual (Saturday
Earned Adjustments Ending ncludes family sick leave b Charged Iary 2012	1.34 0.00 8.75 alance	0.00 (0.00) 0.00 (0.00) 0.00 (0.00)	1.34 0.00 11.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 Double-click a	0.00 0.00 a day to add or ay	
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Earned Adjustments Ending actudes family sick leave b Charged Sunday 1 8 8 15	1.34 0.00 8.75 alance Monday 2 New Year's Day 9 9 16 Martin Luther King D	0.00 (0.00) 0.00 (0.00) 0.00 (0.00)	1.34 0.00 11.00 esday 3 10 17	0.00 0.00 Wednesday 4 11 18	0.00 0.00	0.00 0.00 Thursday 5 12 19	0.00 0.00 Double-click a Frid 6 13 20	0.00 0.00	Saturday 7 14 21
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A - Approved Time Off Request.

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

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

Time Record C	omments	
[No Comments.]		
Additional Comments:		~

Once time record is complete, check the box to certify the information entered is accurate before submitting to supervisor (shown below) then click Submit to Supervisor.



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

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

Notes:

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

View Holiday – list of employee's holidays/floaters that have been accrued along with expiration date. PDF Report – allows employees ability to print time record.

Existing Time Off Request – list any existing time off request employee may have pending approval from supervisor.

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

Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

<u>History:</u>

A summary of the employee's 12 month history of all the start and used accrual balances. Also provides when each months' time records were submitted and approved.