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.

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

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.

To enter time on the FLSA time record, click the FLSA Timesheet button (arrow below).
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.
<table>
<thead>
<tr>
<th>DATE</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>WORK SESSION</th>
<th>RECALL SESSION</th>
<th>HOURS WORKED</th>
<th>RECALL</th>
<th>ON CALL</th>
<th>CHARGED</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURS 06/01/17</td>
<td>08:00</td>
<td>12:00</td>
<td>12:30</td>
<td>04:00</td>
<td>In</td>
<td>Out</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>Charge</td>
</tr>
<tr>
<td>FRI 06/02/17</td>
<td>08:00</td>
<td>12:00</td>
<td>12:30</td>
<td>04:00</td>
<td>In</td>
<td>Out</td>
<td>9.0</td>
<td>0</td>
<td>0</td>
<td>Charge</td>
</tr>
<tr>
<td>SAT 06/03/17</td>
<td>08:00a</td>
<td>12:00p</td>
<td>In</td>
<td>Out</td>
<td></td>
<td></td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>Charge</td>
</tr>
<tr>
<td>SUN 06/04/17</td>
<td>08:00</td>
<td>12:00</td>
<td>12:30</td>
<td>04:00</td>
<td>In</td>
<td>Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Charge</td>
</tr>
<tr>
<td>MON 06/05/17</td>
<td>08:00</td>
<td>12:00</td>
<td>12:30</td>
<td>04:00</td>
<td>In</td>
<td>Out</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>Charge</td>
</tr>
<tr>
<td>TUES 06/06/17</td>
<td>08:00</td>
<td>02:00</td>
<td>12:30</td>
<td>06:00</td>
<td>In</td>
<td>Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Charge</td>
</tr>
<tr>
<td>WED 06/07/17</td>
<td>08:00</td>
<td>12:00</td>
<td>12:30</td>
<td>04:00</td>
<td>In</td>
<td>Out</td>
<td>7.5</td>
<td>0</td>
<td>0</td>
<td>Charge</td>
</tr>
</tbody>
</table>

**WEEKLY TOTALS**

<table>
<thead>
<tr>
<th>HOURS WORKED</th>
<th>32</th>
<th>4</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEKLY COMP TIME OR OT Earned</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PERIOD TOTALS**

| HOURS OVER 40 PAID AS OT | 17.5  |
| HOURS OVER 40 EARNED AS FLSA COMP TIME | 26.25 |

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

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.
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.

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

Submit To Supervisor  Save Time Record  Cancel/Return to Home

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.

History:
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.