

Classified Time and Attendance Guide

Step 1.) Log into the SUNY HR portal <u>www.suny.edu/hrportal.</u> Select <u>Potsdam</u> for campus name from the drop-down menu and click on the <u>Login</u> button.

SUNY Secure Sign On					
	Campus	Select Campus		<u> </u>	
	Remember Campus? (
	I	LOG IN	FORGOT PASSWORD	APPLICATION ACCESS	
The State University of New York	Coj	oyright © 2016 The State University of New York. All RIG	HTS RESERVED. <u> UNAUTHORIZED ACC</u>	CESS PROHIBITED Contact Us WEB ACCESSIBILITY	Privacy Policy Forgot Password Application Access

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 **<u>Time and Attendance</u>** link located in the Self Service box (See example below)



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

	Employ	ment Roles		
		Status	Role Type	Effective Dates
-	0	Current	Regular State Employee	01/09/2006 - [No End Date]
	0	History	College Work Study State Employee	08/25/2003 - 09/11/2003
			Displaying all 2 records.	
	Time and	d Attendance		

Once into your record, you will use the links below your name (see arrow below) to navigate the time accounting system.

Jessica L Haggett		
Time Record History Request Time Off Work Schedule		
Campus: 28250	Supervisor:	Scott Sheila
Department: 853010: Human Resources		

		Employe	ee Time Record for March 10 -23, 2016	
Accrual Period				
26 ~ Mar 10 -23, 2016 ~ Working	•	Change Period		

Time F	Record	1												Accr	ual T	ype: Nl	J02 - A	\dminis	trative	Services	s - 37.	5 HR O	BL S	Schedul	ed Hou	rs: 75.0
		Record h	ours								Summ	ary					Time	Charg	ed (Hou	rs)						
Date		In	Out	In	Out	÷		Mdt OT	Stand By	Tardy Min	Wrk	Chq	Tot	Reg	СТ	OT	Vac	SL	FSL	SL Schd	PL	СТ	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	i 0		0	0	0	0	0	0
Thu	3/17] [±]	[±]			0	0	0	0	0	0	0										
Fri	3/18] [±]	[±]			0	0	0	0	0	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] [±]	[±]			0	0	0	0	0	0	0										
Tue	3/22][±]	[±]			0	0	0	0	0	0	0										
Wed	3/23][±	[±]			0	0	0	0	0	0	0										

TIME RECORD

You can record your work hours by selecting the **<u>Time Record</u>** 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; **<u>DO NOT</u>** 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 **<u>Save Time Record</u>** 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 Nicole Bacon-Ward at 315-267-2090 for assistance.

			~ Workin	-	v			Peri		-		- A														
Time R													Acon	ual Type	e: NU	102 - A		trative S			5 HR (OBL	Sche	duled I	Hours	: 75
Date		Record I	Out	In	Out		On	Mdt	Stand	Tardy	Summa	1	Tet	Ben	CT	OT		harged				т I			ort	Net
Thur	214.0					- [±		ТОТ	By	Min	Wrk	Chg	Tot	Reg		<u>01</u>	Vac		SL S	L chd	PL (Holi V		.vai	
Thu		08:00a	11:30a	12:00p	04:00p	- 1	[±]			0	7.5	0	7.5	7.5	0	0				_		_				
Fri	3/11	08:00a	11:30a	12:00p	04:00p	- 1	[±]]		0	7.5	0	7.5	7.5	0	0										
Sat	3/12					$-\frac{1}{1}$	[±]]		0	0	0	0	0	0	0										
Sun 3	3/13					[±]	[±	1		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	[±	[±]	1		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			
		-		(1 Totals		- 1	• •		0	0	35	2.5	37.5		0	0	0	2.5	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						-] [±	[±			0	0	0	0	0	0	0										
						- 1 [+					-				-	-										
Mon		08:00a	11:30a	12:00p	04:00p	- 1	[±]]		0	7.5	0	7.5	7.5	0	0										
Tue	3/22	08:00a	11:30a	12:00p	04:00p	- 1	[±]]		0	7.5	0	7.5	7.5	0	0										
Wed	3/23					- [±	[±]		0	0	0	0	0	0	0										
				2 Totals					0	0		1.25	_	28.75		0	1.25	0	0		0	0	0	0	0	(
			Payroll P	Period Tot	ais				U	0	03.75	3.75	07.0	63.75	50	0	1.25	2.3	U		U	U	U	U	U	
Time R	Recor	d Com	nents						Paid	l Hours			ccrua	I Balan	ces								All	Values	s are H	Hou
[No Co	omme	ents.]								Type Ioliday	Hours 0		lame		Va	с	Sick	Fam	ily Pl	L	Comp	40+	(1) 40		Holida Float	
										vertime	0	н Q	Beg	ginning		78.25	624.			87.50	0.00	0.	00 0		7.50	0
Addit Comr										tra Time				arged		1.25	2.5			0.00	0.00			0.00	0	
Com	nent								_	ostTime tandby	0			arned		77.00 5.75	622. 3.7			37.50 0.00	0.00).00).00	7.5 0	
									-					stments		0.00	0.0			0.00	0.00				0.00	
													En	ding	2	82.75	625.	75 0.	00 3	87.50	0	0.	00 0	0.00	7.5	

в

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	d										Acc	rual Ty	ype: NU	102 - A	dminis	trative \$	Services	s - 37.	.5 HR O	BL S	chedule	ed Hou	rs: 75.0
	Record ho	ours		1				Summ	ary					Time (Charge	ed (Hou	rs)						
Date	In	Out	In	Out	÷	On Mdf Call OT	 Tardy Min	Wrk	Chq	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										

O Once you click the<u>+ SIGN</u>, another row of boxes will appear. (See arrow below)

Time Record	I										Accr	rual Ty	vpe: NU	02 - Ad	dminist	trative S	Services	- 37.	5 HR OI	BL S	chedule	ed Hou	rs: 75.0
	Record ho	urs						Summ	ary					Time (Charge	ed (Hou	rs)						
Date	In	Out	In	Out	+ 1	On Mdt Call OT	 Tardy Min	Wrk	Chq	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 F	Record	I												Accr	ual Tyj	pe: NU	02 - Ad	dministi	rative S	Services	s - 37.	5 HR O	BL S	cheduk	ed Hou	rs: 75.0
		Record ho	ours								Summa	ary					Time (Charge	d (Hou	rs)						
Date		In	Out	In	Out	÷		Mdt OT	Stand By	Tardy Min	Wrk	Chq	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	NoCho
Thu	3/10	08:00a	11:30a	12:00p	06:30p	[±]	[±]			0	10	0	10	7.5	2.5	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 05:00p	11:30a 08:00p	12:00p	04:00p	[±]	[±]			0	8	2.5	10.5	7.5	0	3		2.5		Y			0			
В			Week	1 Totals	A				0	0	40.5	2.5	43	37.5	2.5	3	0	2.5	0		0	0	0	0	0	0

2.) If the overtime <u>IS</u> 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.

		Record h	ours			100					Summ	ary				
Date		In	Out	In	Out	•	On Call	Mdt	Stand By	Tardy Min	Wirk	Chg	Tet	Reg	SI	<u></u>
Thu	3/10	08:00a	11:30a	12:00p	06:30p		E ± 1			0	10	0	10	7.5	2.5	0
Fri	3/11	08:00a	11:30a	12:00p	04:00p	[±]	[±]	1977		0	7.5	0	7.5	7.5	0	0
Sat	3/12					1	[±]	122		0	0	0	0	0	0	0
Sun	3/13	[1		12	(±)	0		0	0	0	0	0	0	0
Mon	3/14	08:00a	11:30a	12:00p	04:00p		[±1	123		0	7.5	0	7.5	7.5	0	0
Tue	3/15	08:00a	11:30a	12:00p	04:00p	1 1	[±]			0	7.5	0	7.5	7.5	0	0
Wed	3/16	08:00a	11:30a	12:00p	06:00p	1	1=1	100		0	9.5	0	9.5	7.5	0	2

Overtime connected to your regular shift can also be added by selecting the <u>+ SIGN</u> 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 R	Record	I			Annive	ersa	ry Da	te: 09	/05/199	6 Pers	onal Lea	ave Date	:09/0	5/199	6 Ac	crual T	ype: NL	JO3 -	Operatio	nal Serv	/ices ·	40 HR	OBL	Sched	uled Ho	urs: 80
		Record ho	urs								Summ	агу					Time (Charg	ed (Hou							
Date		In	Out	In	Out	+	Re Call		Stand By	Tardy Min	Wrk	Chq	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	<u>PL</u>	CT	Holi	VRW	Lost	<u>NoChg</u>
Thu	3/7	07:00a	12:00p	12:30p	03:30p	[±	[±]			0	10	0	10	8	0	2										
	3/1	03:31p	05:30p]	121			, v	10	v			Ŭ	2										
Fri	3/8	07:00a	12:00p	12:30p	03:30p	[±]	[±]			0	8	0	8	8	0	0										
Sat	3/9					[±]	[±]			0	0	0	0	0	0	0										
Sun	3/10					[±]	[±]			0	0	0	0	0	0	0										
Mon	3/11	07:00a	12:00p	12:30p	03:30p	[±]	[±]			0	8	0	8	8	0	0										
Tue	3/12	07:00a	12:00p	12:30p	03:30p	[±]	[±]			0	8	0	8	8	0	0										
Wed	3/13	07:00a	12:00p	12:30p	03:30p	[±	[±]			0	8	0	8	8	0	0										

3.) If you get called into work, you must select the <u>+ SIGN</u> located in the On-Call column (See letter A) and a new row will appear. The call-in overtime hours will be in <u>BOLD</u> 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.

			ni)	red (Hour	Charg	Time					ary	Summ								ours	Record ho	
T Holi <u>VRW</u> Lost No	ΩĨ	PL	SL Schd	<u>FSL</u>	퇾	Vac	<u>o</u> ī	Ξ	Reg	M	<u>Chg</u>	Wrk	Tardy Min	Contraction.	Mdt	On Call	٠	Out	In	Out	In	Date
								0	7.5	75		7.5	0	h	-		It	04:00p	12:00p	11:30a	600:80	Thu 2/10
							4	v	1.9	1.5	0	1.9			-		P			07:00p	05:00p	Thu 3/10
																4	10					X
																I						
																ļ						

REQUEST TIME OFF

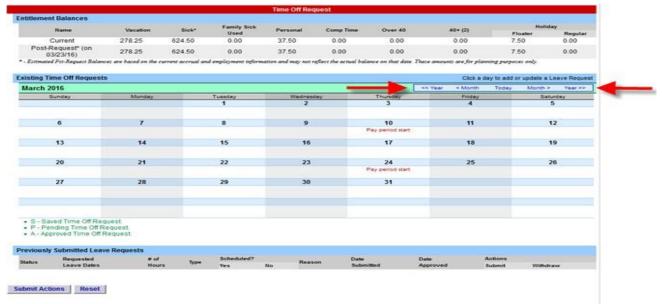
To request time off, select the **<u>Request Time Off</u>** link located below your name. Use the monthly calendar to select the date the request is being made for.

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 excepted.
- 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>>



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 <u>Save/Save and Submit</u> 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 @:	

(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 **<u>future planning</u>** purposes, you can save a request. Select the **<u>Save</u>** 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
<u>Sick:</u>	0
<u>F</u> amily Sick:	0
Holiday:	3.5
Floater:	0
Voluntary Work Reduction:	0
Los <u>t</u> Time:	0
Military Leave:	0
llon-Chargeable:	0
Non-Chargeable Type:	Administrative Leave
<u>P</u> ersonal:	0
<u>C</u> ompensatory:	0
<u>A</u> djustment Reason:	Select
Comments (j) :	ji.

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

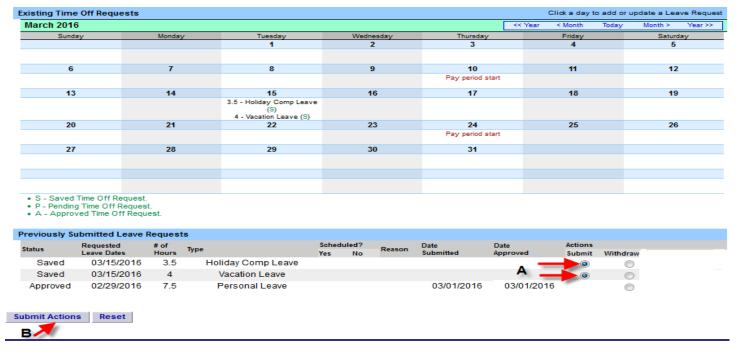


This will show on the monthly calendar as an S for saved (See arrows below).

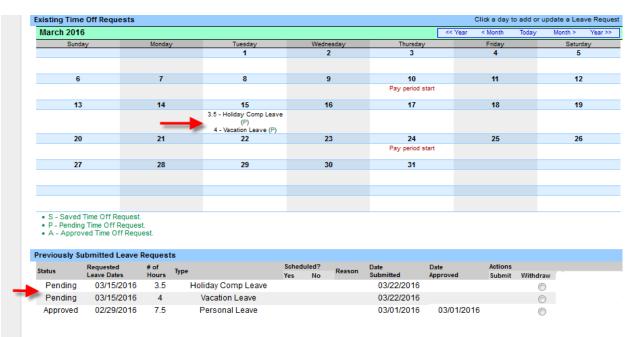
March 2016	6							<<)	′ear <	Month	Today	Month >	Year 3
Sund	ay	Monda	У	Tuesday	Wedr	nesday	Thursday	,		Friday		Saturd	ay
				1		2	3			4		5	
6		7		8		9	10			11		12	
							Pay period s	tart					
13		14		15	1	16	17			18		19	
			-	3.5 - Holiday Comp Leave (S) 4 - Vacation Leave (S)									
20		21		22	1	23	24			25		26	
							Pay period s	tart					
27		28		29	:	30	31						
 P - Pending A - Approv 	Time Off Request g Time Off Reque ved Time Off Requ	st. Jest.											
reviously Su	ubmitted Leave	Reques	ts										
Status	Requested Leave Dates	# of Hours	Туре		Scheduled? Yes No	Reason	Date Submitted	Date Approved		Actions Submit	Withdraw		
Saved	03/15/2016	4		Vacation Leave						0	0		
Saved	03/15/2016	3.5	Ho	liday Comp Leave						\odot	\odot		
Approved	02/29/2016	7.5		Personal Leave			03/01/2016	00/04	1/2016		0		

Submit Actions Reset

If you decide to <u>Submit</u> that saved request to the supervisor for approval, you must go into to the <u>Time Off Request</u> 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 <u>Submit Actions</u> button (See letter 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.



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).

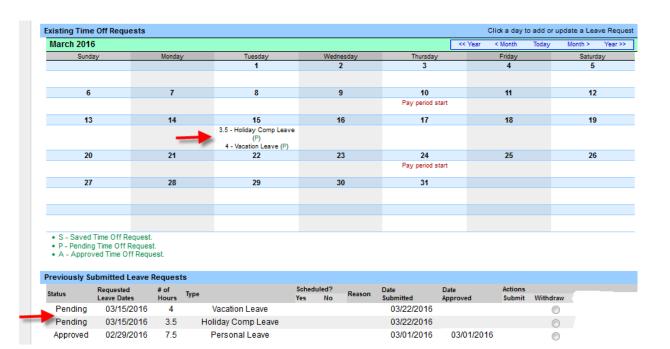
Single Day Leave (using quarter units)	
From Date:	03/15/2016
Vacation:	4
<u>S</u> ick:	0
<u>F</u> amily Sick:	0
Holiday:	3.5
Floater:	0
Voluntary Work Reduction:	0
Los <u>t</u> Time:	0
Military Leave:	0
Non-Chargeable:	0
Non-Chargeable Type:	Administrative Leave
Personal:	0
<u>C</u> ompensatory:	0
Adjustment Reason:	Select 💌
Comments @:	i.

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



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.



WITHDRAW/CHANGE A REQUEST

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If you need to withdraw/change a time off request, go to the <u>Request Time Off</u> 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 <u>Submit Actions</u> 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 the 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.

			Family Sick							Holiday	
Name	Vacation	Sick*	Used	Personal	Comp Time	Over 40		40+ (2)	FI	oater	Regula
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		50	0.00
* - Estimated Pst-Request Balance	es are based on the s	urrent accrual an	d employment informa	ation and may not i	reflect the actual b	balance on that date.	These amou	nts are for plar	ning purpos	es only:	
Existing Time Off Requests	5							Click a c	ay to add o	r update a Le	ave Requ
March 2016							<< Year	< Month	Today	Month >	Year >3
Sunday	Monday		Tuesday	Wednes	day	Thursday		Friday		Satur	
			1	2		3		4		5	
6	7		8	9		10		11		12	ł
						Pay period start					
13	14		15	16		17		18		19	1
		7.5 - V	acation Leave (P)								
20	21		22	23		24		25	53	26	1
						Pay period start					
27	28		29	30		31					
S - Saved Time Off Reg											
 P - Pending Time Off R 											

Cistore	Requested	# of	Terre	Scheduk	ed?	Reason	Date	Date	Actions	
Status	Leave Dates	Hours	Type	Yes	No	reason	Submitted	Approved	Submit	Withdraw
Pending	03/15/2016	7.5	Vacation Leave				03/15/2016			1

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, "<u>I certify that this time report represents a correct accounting for the specified period</u> " (See letter A) and click the <u>Submit to Supervisor</u> button (See letter B).

		Record h	ours								Summ	ary					Time	Charg	ed (Hour	(er						
Date		lin .	Out	In	Out	•		Mdt	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	or	Vac	<u>,5L</u>	FSL	Schd	PL	CT	Holi	VRW	Lost	NoC
Thu	3/10	08:00a	11:30a	12:00p	04:00p	F	T.z.	1		0	7.5	0	7.5	7.5	0	0										
Fri	3/11	08:00a	11:30a	12:00p	04:00p	1	1.2	10		0	7.5	0	7.5	7.5	0	0										
Sat	3/12			1		I:	1.2	1 123		0	0	0	0	0	0	0										
Sun	3/13			1		F	12	10		0	0	0	0	0	0	0										
Mon	3/14	08:00a	11:30a	12:00p	0-4:00p	ł	t z	1 25		0	7.5	0	7.5	7.5	0	0										
Tue	3/15	08:00a	11:30a	12:00p	04:00p	19	12	1 23		0	7.5	0	7.5	7.5	0	0										
Wed	3/16	08:00a	11:30a	12:00p	04:00p	1 li	1.4	1 =	1	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
Thu	3/17	08:00a	11:30a	12:00p	04:00p	15		1 23		0	7.5	0	7.5	7.5	0	0										
Fri	3/18	600:80	11:30a	12:00p	04:00p	T:	1.2	1 1		0	7.5	0	7.5	7.5	0	0										
Sat	3/19		1	1	1	F	12	1 23		0	0	0	0	0	0	0										
Sun	3/20			1		F	1.2	1 1		0	0	0	0	0	0	0										
Mon	3/21	08:00a	11:30a	12:00p	0-4:00p	IF	12	1 10		0	7.5	0	7.5	7.5	0	0										
Tue	3/22	08:00a	11:30a	12:00p	0-4:00p	1 i	12	1 10		0	7.5	0	7.5	7.5	0	0										
Wed	3/23	08:00a	11:30a	12:00p	0-4:00p	1	1.2	1 10	10	0	7.5	0	7.5	7.5	0	0										
				2 Totals	<		-		0	0	37.5	0	37.5	37.5	0	0	0	0	0		0	0	0	0	0	0
		F	Payroll P	eriod Tot	tals				0	0	75	0	75	75	0	0	0	0	0		0	0	0	0	0	0
ime F	Record	Comme	nts						Pai	d Hours			Accrui	al Bala	nces	i.								All Val	ves are	Hours
[No C	ommen	ts.]								y Type Holiday	Hour	5	Name		N	/aec	Sic	kg 17	Family	PL	Con	1p 4	0+(1)	40+ (2)	Holid	Reg.
									C	overtime	0			ginnin		278.2	5 62	4.50	0.00	37.5	0.0	00	0.00	0.00	7.50	0.0
	tional									dra Time ostTime				harged b-Tota		278.2			0.00	37.5	0.0	20	0.00	0.00	0 7.5	0
gom	ment									Standby	0		E	amed		218.2	5 62	4.50	0.00	57.5	0.0		0.00	0.00	0	0
														stmen							_					
													E	nding		278.2	5 62	4.50	0.00	37.5) (,	0.00	0.00	7.5	0



A -

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 <u>WILL NOT</u> 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.

l https://www.suny.edu/time/flow/classifiedTimeRecord-R	ow?execution=e6s3								C	Q, Se	arch			+	*	☆ 1	1	9	1
CeGov Login 1 🕐 Paycheck Calculators 👔 SUNY Potsda	ım Direct 🎯 SOGo 😑 SUNV Secure Sign On 🛐 Human Resources & E 👯	VVS Attendance & L	ea (Office	of the Ne	w York	NYS	Sovernor's	s Office										
	The case of the second se																		
	Time Rocord Recard boors		ummary		Accr	ai Type: N		anged (Ho	Services - 37. urs)		BL 50	eduled H	ours: 75.0						
	Date In Out In Out + On A	Adt Stand Tardy Min Min	In s	tha Ta	Hea	19 12	Nes /	6 F.M.	SL PL	झ	H911 3	BW AS	at Heisha						
	Thu 3/10 08:00a 11:30a 12:00p 04:00p 12		7.5	0 7	.5 7.5	0 0													
	Fn 3/11 08:00e 11:30e 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 1	0	7.5	0 7	.5 7.5	0 0													
	Tue 3/15 08:00a 11:30a 12:00p	100 miles 100	40		1 20				1										
	Wed 3/16 08:00a 11:30a 12:00p Hours in a day	need to be either e	aunt or	orester	than the	work echo	duin for t	he day											
	Week 1 Totals	theed to be eluter en	Hine) Of	Areater	wider the	IN SCHE	Guine 101 1	re ody.	0	0	0	0	0 0						
	Thu 3/17 08:00a 11:30a 12:00p						V	-14											
	Fri 3/18 08:00a 11:30a 12:00p						01												
	Sat 3/19		*	100			1												
	Sun 3/20					0 0													
						0 0													
	Tue 3/22 08:00a 11:30a 12:00p 04:00p					0 0													
						0 0													
	Week 2 Totals Payroll Period Totals					0 0		0 0	0	0	0	0 1	0 0						
	Time Record Comments [No Comments]	Paid Hours	Holors	Accr	uai Balar	ces	-		PL CO				ine Houre.						
		Holiday	0	Farm	Iecinnins	278.2			37.50 0										
	Additional Comments:	Extra Time	0	1	Charged				37.50 0				0 0						
	Conness:	LostTime Standby			Earned		5 624.	50 0.00	37.50 0	0	2.00 1	1.00 -3	0 0						
					Ending		5 624.	50 0.00	37.50	0 1	0.00	.00 7	.5 0						
	I certify that this time report represents a correct account	nting for the speci	ified p	boins.															
	Save Time Record Submit To Supervisor																		
	View Holidays PDF Report																		

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

Accrual	Perio	od						mploye	e mit	-1000		marc	-10-2	.0, 20	10										
26 ~ Ma	ar 10 -:	23, 2016	~ Pending		.	Chan	ge Per	iod																	
ime Re	ecord											Acce	ual Tvr	ve:NI	102 - 4	dmin	ictrative	a Sanvi	ices - 31	754	R OBI	54	hadula	d Hour	rs: 7F
inite ite		Record h	ours	Α						Summ	ary		uar ryp	/e. 146	02-7			ed (Hou					nedule		3. 1.
Date	1	n	Out	In	Out	+	On Mdf CallOT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	<u>CT</u>	<u>ot</u>	Vac	<u>SL</u>	FSL	SL Schd	PL	CT	Holi	VRW	Lost	No
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	-
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

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

	a si a si																							
Accrual P				_																				
26 ~ Mar	10 -23, 201	6 ~ Approv	red	-	Char	nge Peri	od																	
lime Rec	ord		×								Accri	ual Typ	e: NU	02 - A	dminis	trative	Servic	vec - 31	75 H		Sd	hedule	d Hour	s: 7/
	Record	hours	В						Summa								d (Hou					-courc		
Date	In	Out	In	Out	+	On Mdt CallOT		Tardy Min	Wrk	Chq	Tot	Reg	CT	<u>ot</u>	Vac	SL	FSL	SL Schd	밆	CT	Holi	VRW	Lost	No
Thu 3/1	0 08:00a	11:30a	12:00p	04:00p	[±	[±]		0	7.5	0	7.5	7.5	0	0										
Fri 3/1	1 08:00a	11:30a	12:00p	04:00p	[±]	(±) 🔳		0	7.5	0	7.5	7.5	0	0										
Sat 3/1	2				[±			0	0	0	0	0	0	0										
Sun 3/1	3				[±	[±]		0	0	0	0	0	0	0										
Mon 3/1	4 08:00a	11:30a	12:00p	04:00p		[±]		0	7.5	0	7.5	7.5	0	0										
Tue 3/1	5 08:00a	11:30a	12:00p	04:00p	1 [±	[±]		0	7.5	0	7.5	7.5	0	0										
Wed 3/1	6 10:30a	11:30a	12:00p	04:00p		[±]		0	5	2.5	7.5	5	0	0		2.5		Y			0			
		Weel	k 1 Totals				0	0	35	2.5	37.5	35	0	0	0	2.5	0		0	0	0	0	0	
Thu 3/1	7 08:00a	11:30a	12:00p	03:00p	[±]	[±]		0	6.5	1	7.5	6.5	0	0	1						0			
Fri 3/1	8 08:00a	11:30a	12:00p	03:45p	[±]	[±]		0	7.25	0.25	7.5	7.25	0	0	0.25						0			
Sat 3/1	9				[±]	[±]		0	0	0	0	0	0	0										
Sun 3/2	0				[±]	[±]		0	0	0	0	0	0	0										
Mon 3/2	1 08:00a	11:30a	12:00p	04:00p	[±	[±]		0	7.5	0	7.5	7.5	0	0										
Tue 3/2	2 08:00a	11:30a	12:00p	04:00p	[±]	[±]		0	7.5	0	7.5	7.5	0	0										
Wed 3/2	3 08:00a	11:30a	12:00p	04:00p	[±	[±] 🔳		0	7.5	0	7.5	7.5	0	0										
		Weel	k 2 Totals				0	0	36.25	1.25	37.5	36.25	0	0	1.25	0	0		0	0	0	0	0	(
		Payroll P	Period Tot	als			0	0	71.25	3.75	75	71.25	0	0	1.25	2.5	0		0	0	0	0	0	

HISTORY

You can view prior time records by selecting the <u>History</u> 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 <u>ONLY</u> goes back as far as you have been using the new SUNY Time Accounting System. All time records for that year will then be displayed. You would then select the particular time record by clicking on the bubble (See letter C) and selecting the <u>Details</u> button below to view that particular record (See letter D).

Time R	ecord Year				2-Month Er			-					
2015	•												
Los	I History												
Load	Thistory												
Accrua	l History												
	Accrual Period	Accrual Rate	VAC Start	VAC Used	SICK Start	SICK Used	FSL Used	HOL Start	HOL Used	Submitted	Approved	Denied	Status
0	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		Appr
	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
0	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		Appr
					Displayin	g all 12	record	s.					
Details	1												

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

Accru	al Peri	iod						Employe	ee Time	Record	l for De	cem	ber 3 -1	16, 2	015										
			Approved	Ь	•	Cha	nge F	Period																	
Time	Recon	d										Acon	al Type	e: NU	102 - A	dminis	trative	Servi	oes - 3	7.5 H	ROBL	Sd	neduled	Hours	: 75.
		Record h	ours							Summa	ary					Time C	Charge	-							
Date		In	Out	In	Out	+	On Call	Mdt <u>Star</u> OT <u>By</u>	d Tardy Min	Wrk	Chq	Tot	Reg	<u>CT</u>	OT	Vac	SL	FSL	SL Schd	<u>PL</u>	CT	Holi	VRW	Lost	NoC
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		Ν			0			
Tue	12/8					[:	±[±]		0	0	7.5	7.5	0	0	0		7.5		Ν			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	(
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										
				2 Totals				0	0		5 2.75	-			0	2.75	0	0		0	0	0	0	0	0
		F	Payroll P	eriod Tot	als			0	0	53.75	5 21.25	75	53.75	0	0	5.5	15	0		0.5	0.25	0	0	0	(

REGULAR HOLIDAYS

Regular holidays are: New Year's Day, Dr Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth, 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.

Notes								Emp	loyee	Time	Record	tor re	bruary	11-24	≠, 201							Ac	submi	tted at	12:41	-09 PM
• 0	2/12/2		ncoln's B																				200111			
• 0	2/15/2	016 is W	ashingtor	n's Birthda	sy."																					
Accr	ual Pe	riod																								
24 -	~ Feb 1	1 -24, 201	l6 ~ Appro	oved	-	С	han	ge P	eriod																	
Time	Recor	d											Accrual	Type: I	NU02	- Adm	inistra	tive S	Service	×= - 37	5 HE		Sek	eduled	Hours	. 75
		Record he	ours								Summa						Time C									
Date		In	Out	In	Out	•	On Call	Mdt OT	Stand By	Tardy Min	VVr k	Chg	Tet	Reg	СТ	OT	Vac	SL.	FSL	SL. Schd	EL.	CT	Holl	MEXM	Lost	NoC
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	1 [±	[±			0	7.5	0	7.5	7.5	0	0										
Sat	2/13			1] [±	[±			0	0	0	0	0	0	0										
Sun	2/14					۲ (±	[±			0	0	0	0	0	0	0										
Mon	2/15		1	1		Ľ,±	[±			0	0	7.5	7.5	0	0	0							7.5			
Tue	2/16			1		۲,±	[±			0	0	7.5	7.5	0	0	0	7.5						0			
Wed	1 2/17	07:45a	11:30a	12:00p	04:00p	ر ±	۱.			0	7.75	0	7.75	7.5	0.25	6 0										
		1	Week	1 Totals		- 1			0	0	22.75	15	37.75	22.5	0.25	6 0	7.5	0	0		0	0	7.5	0	0	0
Thu	2/18	07:45a	11:30a	12:00p	04:00p	[<u>+</u>	[±			0	7.75	0	7.75	7.5	0.25	6 0										
Fri	2/19	07:45a	11:30a	12:00p	04:00p] [±	[±			0	7.75	0	7.75	7.5	0.25	6 0										
Sat	2/20			1] [±	[±			0	0	0	0	0	0	0										
Sun	2/21					۲ [±	[±			0	0	0	0	0	0	0										
Mon	2/22	08:00a	11:30a	12:00p	04:00p	٦ (±	۲,±			0	7.5	0	7.5	7.5	0	0	-				-					
Tue	2/23	07:45a	11:30a	12:00p	03:45p	Γ±	[±			0	7.5	0	7.5	7.5	0	0										
Wed	1 2/24	08:30a	11:30a	12:00p	04:00p	۲ t ±	۲±			0	7	0.5	7.5	7	0	0	0.5	-					0			
		1	Week	2 Totals		- 1			0	0	37.5	0.5	38	37	0.5	0	0.5	0	0		0	0	0	0	0	0
_	_			eriod To		_	_	-	0	0			75.75				8	0	0	_	0		7.5	0	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.

			-	-	_	1+																
Mon 9	9/5					1±] [±] 🛄		0	0	7.5	7.5	0	0	0					7	.5		
Tue 9	9/6	08:00a	11:30a	12:00p	04:45p	[±][±]		0	8.25	0	8.25	7.5	0.75	0								
Wed 9	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 7	.5 0	0	0
		Р	ayroll P	eriod Tot	tals		0	0	69.25	7.5	76.75	67.5	1.75	0	0	0)	0	0 7	.5 0	0	0
Time Re	cord	Comme	nts				Paid	Hours		A	Accrual	Balan	ces							All Valu	ies are l	lours
[No Com	nment	s.]					Pay	Туре	Hours	5	Name		Vac		Sick	Fami	y PL	Comp	40+(1)	40+ (2)	Holida	у
								loliday	0								-				Float	
Additio							-	vertime	-		-	nning		7.50							7.50	
Comm								tra Time ostTime				arged -Total		.00 7.50	0.00						0.00	
Comm	Tenta							tandby	0			rned		.75	3.75						0.00	
								anaby				tments		.00	0.00						0.00	
											<u> </u>	dina		3.25							7.50	
View Ho	olida	ays	PDF Repo	ort																		
Existing	Time	e Off Req	uests																			
						# c	of	Le	ave								Date			Date		
Leave [Dates	;					urs		ре						ason		Submi	tted		Approv	ed	

WORKING THE REGULAR HOLIDAY

If you are working your entire regular work shift, enter those hours worked in your <u>time record</u> first and click <u>save time record</u> (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.

	Recor	d												Accru	al Typ	e: NU	03 - Op	eratio	onal Se	rvices -	40 HF		Sch	nedule	d Hours	s: 8
		Record h	ours				1-				Summ	ary					Time C	harg	ed (Hou							
Date		In	Out	In	Out	+	Ca	II OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT !	Holi	VRW	Lost	No
Thu	10/6	07:00a	12:00p	12:30p	03:30p][±	t ±	1		0	8	0	8	8	0	0										
Fri	10/7	07:00a	12:00p	12:30p	03:30p	[±	±] ±	1		0	8	0	8	8	0	0										
Sat	10/8			1] [±	: [±	1		0	0	0	0	0	0	0										
Sun	10/9	-				[±	_	1		0	0	0	0	0	0	0		F								
Mon	10/10	07:00a	12:00p	12:30p	03:30p	1				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										
	10/12]		1	-] [±	_			0	0	8	8	0	0	0	8						0			
weu	10/12		Week	1 Totals		- 1	1.2		0	0	32	16		32	0	8	8	0	0		0	0	8	0	0	
Thu	10/13	07:00a	12:00p	12:30p	03:30p	۱ (±	: [±	1		0	8	0	8	8	0	0						_				ī
Fri	10/14	07:00a	12:00p	12:30p	03:30p	[±	t ±	1		0	8	0	8	8	0	0										
Sat	10/15					1	_	1		0	0	0	0	0	0	0										
Sun	10/16			1			_			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										
	10/18						_	_		0	0	8	8	0	0	0		8		Y			0			
Wed	10/19			1	1	- [±				0	0	8	8	0	0	0		8		Y			0			
		1	Week	2 Totals	Л	- 1		-	0	0	24	16		24	0	0	0	16	0		0	0	0	0	0	
		F	Payroll P	eriod Tota	als				0	0	56	32	88	56	0	8	8	16	0		0	0	8	0	0	
Time	Deeer	d Comm	onto						Daid	Hours				al Ral	ance	-							~	II Volu	es are	ц.
	Comme		iems							Туре	Hours		Vame	ii Dai		s Vac	Sick		Family	PL	Comp	o 40+(0+ (2)	Holida	
		-								loliday vertime	0			ginnir		76.50			16.00	0.00				0.00	Float 0.00	
										tra Time	0			narge	-	8.00			0.00	0.00				0.00	0.00	
Addi	tional								L	ostTime	0	_		b-Tot		68.50			16.00	0.00				0.00	0.00	
	tional ments	s:																								
		s:								tandby	0			arned istme		6.00			0.00	0.00				0.00	0.00	

You <u>MUST</u> then withdraw the system generated time off request. Under the <u>time off request</u> 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).

Octo	ober 2016					[<< Year	< Month	Today M	lonth ≻ Y	'ear >>
	Sunday	Monday	Tuesday	We	ednesday	Thursday		Friday		Saturday	
										1	
	2	3	4		5	6		7		8	
	9	10	11		12	13		14		15	
		Columbus Day 8 - Holiday Comp Leave (A)								
	16	17	18		19	20		21		22	
						Pay period start					
	23	24	25		26	27		28		29	
	30	31									
• P • A	- Saved Time Off R - Pending Time Off - Approved Time O ously Submitted I	Request. ff Request. Leave Requests									
Status	Requested			Scheduled? Yes No	Reason	Date Submitted	Date Approved	Actions Submit	Withdraw	Approve	De
	t Actions Res		iday Comp Leave		Columb	ous Day			•	G	

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

	Time Recor	d											Accrua	al Typ	e: NUC	03 - Oj	peratio	onal Serv	vices -	40 H	IR OBL	. Se	hedule	d Hour	rs: 80.0
		Record h	ours							Summ	ary					Time	Charg	ed (Hour	's)						
	Date	In	Out	In	Out	+	On Mdt CallOT		Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	<u>PL</u>	CT	Holi	VRW	Lost	NoCho
	Thu 10/6][±	[±]		0	0	8	8	0	0	0		8		Ν			0			
	Fri 10/7					[±	[±]		0	0	8	8	0	0	0		8		Ν			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 <u>time record</u> first and record the hours work on the holiday and click <u>save time record</u> (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.

		Record h	ours							-	Summ	ary					Time 0	Charg	ed (Hou							
Date		In	Out	In	Out	+	Call	OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT		Vac	SL	FSL	SL Schd	<u>PL</u>	CT H	loli	VRW	Lost	No
Thu	10/6	07:00a	12:00p	12:30p	03:30p][±	[± 1			0	8	0	8	8	0	0										
Fri	10/7	07:00a	12:00p	12:30p	03:30p	[±	[±1			0	8	0	8	8	0	0										
Sat	10/8] [±	[±1			0	0	0	0	0	0	0										
Sun	10/9									0	0	0	0	0	0	0	1	<								
Mon	10/10	07:00a	11:00a	1		[±	: [±]			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			
	10/12		Week	1 Totals		_ 1	1 - 1		0	0	28	16	44	28	0		8	0	0		0	0	8	0	0	
Thu	10/13	07:00a	12:00p	12:30p	03:30p][±	[±1			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			
		1	Week	2 Totals		- 1			0	0	24	16	40	24	0	0	0	16	0		0	0	0	0	0	
		1	Payroll P	eriod Tot	als				0	0	52		84	52	0	4	8	16	0		0	0	8	0	0	
Time	Recor	d Comm	nents						Paid	Hours		A	cerus	al Bal	ance	s							A	ll Value	es are	Но
	Comme								Pay	Туре	Hours		lame			Vac	Sick		Family	PL	Comp	40+(1	1) 40		Holida	
										oliday vertime	0 4		Be	ginnir	10	76.50	0 324		16.00	0.00				0.00	Float 0.00	
Add	itional									ra Time	0			harge	-	8.00			0.00	0.00				0.00	0.00	
Con	ment	s:							Lo	stTime	0	-	Su	b-Tot	tal	68.5	0 308	8.50	16.00	0.00	0.00	0.0	00	0.00	0.00	
									St	andby	0			arned		6.00		00	0.00	0.00		0.0		0.00	0.00	
													Adju	ustme	nts	0.00	0.	00	0.00	0.00	0.00	0.0	00	0.00	0.00	0
														ndind		74.50	0 312		16.00	0.00	0	0.0		0.00	0.00	_

View Holidays PDF Report

<u>Once you have withdrawn the system generated holiday time off request</u> (See letter G and H), you <u>MUST</u> submit a holiday time off request to observe the portion of the day you are not working (See letter L). Submit that request to your supervisor for approval (See letter M).

Single Day Leave (using quarter units)	
From Date:	10/10/2016
Vacation:	0
Sick:	0
Family Sick:	0
Holiday:	4
Floater:	0
Voluntary Work Reduction:	0
Lost Time:	0
Military Leave:	0
Non-Chargeable:	0
Non-Chargeable Type:	Administrative Leave
Personal:	0
<u>Compensatory:</u>	0
Adjustment Reason:	Select
Comments (j) :	
Note: Pressing < Alt> and an underlined character will focus the cursor on the or Save Save And Submit Cancel	zzzociated 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).

	Time F													Accru	аі Тур	e: NU				ervices	- 40 H	R OBL	. Sd	hedule	d Hour	s: 80.0
	_		Record h	ours				1			Summ	агу					Time (Charg	jed (Ho	urs)						
	Date		In	Out	In	Out	+		Stand Bx	Tardy Min	Wrk	Chg	Tot	Reg	CT	ΩΤ	Vac	SL	FSL	Schd	PL	CT	Holi	VRW	Lost	NoCh
	Thu	10/6	06:00a	12:00p	12:30p	02:30p	1	t ± 1		0	8	0	8	8	0	0										
	Fri	10/7	06:00a	12:00p	12:30p	02:30p	[= 1	t ± 1		0	8	0	8	8	0	0										
	Sat	10/8					1	(±)		0	0	0	0	0	0	0										
	Sun	10/9					1	[±]		0	0	0	0	0	0	0	-									
->	Mon	10/10	06:00a	10:00a			11	[±]		0	4	4	8	4	0	0	_						4			
	Tue	10/11	06:00a	12:00p	12:30p	02:30p	1	[±]		0	8	0	8	8	0	0										
	Wed	10/12	06:00a	12:00p	12:30p	02:30p	[2	[±]		0	8	0	8	8	0	0										
				Week	1 Totals				0	0	36	4	40	36	0	0	0	0	0		0	0	4	0	0	0

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.

Time Record	Record h									Summ			~~~~					ional Se red (Hou		40.				u moui	
Date	In	Out	In	Out		On	Mdt	Stand	Tardy	Wrk	Chg	Tot	Reg	CI						PL	CI	Hall	VRW	Lort	Not
		out		out	- [=	-		Bx	Min							XAL .		E.S.E.	Schd		<u>261</u>	11911	ALXER .	E CAR	1100C
Thu 10/6					- 1	1.2	1		0	0	0	0	0	0	0										
Fri 10/7						± נ±	1		0	0	0	0	0	0	0										
Sat 10/8	08:00a	04:00p				± [±	1		0	8	0	8	8	0	0										
Sun 10/9	08:00a	04:00p				± (±	1		0	8	0	8	8	0	0										
Mon 10/10	08:00a	04:00p	1		1	± [±	1		0	8	0	8	8	0	0										
Tue 10/11	08:00a	04:00p	04:00p	08:00p		± [±	1		0	12	0	12	8	0	4										
Wed 10/12	08:00a	04:00p			1 2	t t ±	1		0	8	0	8	8	0	0										
		Week	1 Totals					0	0	44	0	44	40	0	4	0	0	0		0	0	0	0	0	
Thu 10/13						± [±	1		0	0	0	0	0	0	0										
Fri 10/14						± [±	1		0	0	0	0	0	0	0										
Sat 10/15						± [±	1		0	0	8	8	0	0	0	8						0			
Sun 10/16					[=	± [±	1		0	0	8	8	0	0	0	8						0			
Mon 10/17	08:00a	04:00p			1	± [±	1		0	8	0	8	8	0	0										
Tue 10/18	08:00a	04:00p				± [±	1		0	8	0	8	8	0	0										
Wed 10/19	08:00a	04:00p			1	± [±	1		0	8	0	8	8	0	0										
		Week	2 Totals					0	0	24	16	40	24	0	0	16	0	0		0	0	0	0	0	0
	F	Payroll P	eriod Tot	als				0	0	68	16	84	64	0	4	16	0	0		0	0	0	0	0	0
Time Record	d Comm	ents						Paid	Hours		A	ccru	al Bali	ance	s								All Valu	ies are	Hour
[No Comme	me Record Comments No Comments.]								Type oliday	Hours 0		Name			/ac	Sick		Family	PL	Co	mp 4	l0+(1)	40+ (2)	Holid Float	
								0	ertime	4			ginnin		214.50			0.00	40.00			0.00	0.00	0.00	
Additional Comments									ra Time	0			harged b-Tota		16.00			0.00	0.00			0.00	0.00	0.00	
continents									stTime andby	0			arned		6.00	4.0		0.00	40.00		0.00	0.00	0.00	0.00	
								51	anaby	0			ustmer		0.00		00	0.00	0.00		0.00	0.00	0.00	0.00	

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 <u>ONLY</u>. 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 <u>MUST</u> be submitted to Payroll for payment.

٦	'ime l	Record	t t												Accru	al Typ	e: NU	03 - 0	perati	ional S	ervices	- 40 ŀ	IR OBL	. Sd	hedule	d Hour	rs: 80.(
			Record h	ours						1		Summ	ary					Time	Charg	ged (Ho	-						
	Date		In	Out	In	Out	÷		Mdt I OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	<u>PL</u>	CT	Holi	<u>VRW</u>	Lost	NoC
	Thu	10/6	07:00a	12:00p	12:30p	03:30p	[<u>+</u>]	[±			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					[<u>+</u>]	[±			0	0	0	0	0	0	0										
	Sun	10/9					[<u>+</u>]	[±			0	0	0	0	0	0	0										
	Mon	10/10	07:00p	11:00p			1	[±			0	4	8	12	4	0	4							8			
	Tue	10/11					[±]	[±			0	0	8	8	0	0	0					8		0			
	Wed	10/12					[<u>+</u>]	[±			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	

FLOATING HOLIDAYS

The 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 **<u>Note Section</u>** (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.

	Notes:											ord for Fe	, brutur,	,	., 201									mitted a	+ 40-44	c.co.
			17 ie Lir	ncoln's Bi	dhday"																		45 500	milleu a	1 10.15	5.55
1	• 02	2/20/20	017 is W	ashington	's Birtho	iay."																				
	Ассги	al Peri	iod																							
	23 ~	Feb 9 -	-22, 2017	~ Working		-	Cha	nge Pe	riod																	
١.																										
	Time F		_			Anniversa	ary Dat	e: 07/25	/2005 P	ersonal			5/2005	Accr	ual Typ	be: NU					- 37.5	HR OF	BL S	chedule	d Hou	rs:
	Date		Record h	ours				On M	it Stand	Tardy	Summ	nary					Time (Charge	d (Hour							
	Date		In	Out	In	Out	+	Call OI		Min	Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	N
	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			
				107	k 1 Tota			1	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.

		Record h	ours		Anniversar						Summ								d (Hou							
Date		In	Out	In	Out	٠	On Cal	Mdt I OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Vac	SL	FSL	<u>SL</u> Schd	PL	CT	Holi	VRW	Lost	ţ
Thu	2/9					[±	: [±]			0	0	3	3	0	0	0	3						0			
Fri	2/10					[±]	t±1			0	0	4.5	4.5	0	0	0		4.5		Y			0			
Sat	2/11					[<u>+</u>	t±1			0	0	0	0	0	0	0										
Sun	2/12						t (±)			0	0	0	0	0	0	0										
Mon	2/13	08:00a	11:30a	12:00p	04:00p	1) [±]	1		0	7.5	0	7.5	7.5	0	0										
Tue	2/14						: [±]	1		0	0	0	0	0	0	0										
Wed	2/15									0	0	1.25	1.25	0	0	0		1.25	5	Y			0			
			Week	1 Totals		- 1			0	0	7.5	8.75	16.25	7.5	0	0	3	5.75	50		0	0	0	0	0	
Thu	2/16						_			0	0	0	0	0	0	0										
Fri	2/17] [±]	[±]	1		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					[±]	• [±]	1		0	0	7.5	7.5	0	0	0							7.5			
Tue	2/21] [±	: [±]	1		0	0	2.5	2.5	0	0	0			2.5	Y			0			
Wed	2/22					[±	[±]			0	0	0	0	0	0	0										
		1		2 Totals				1	0	0	0	10	10	0	0	0	0	0	2.5		0	0	7.5	0	0	
		F	Payroll P	eriod To	tals				0	0	7.5	18.75	5 26.25	7.5	0	0	3	5.75	5 2.5		0	0	7.5	0	0	
Time I	Record	d Comme	ents						Pa	id Hours		1	Accrua	l Balar	nces									All Valu	ies ar	
[No C	ommen	ts.]								y Type Holidav	Hour		Name		v	ac	Sick	F	amily	PL	Comp	40+(1)) 40		Holida Float	
	itiona									Overtime				inning		74.50	132		10.00	2.50	3.50			0.00	6.50	
	intent									xtra Tim LostTime				arged -Total		3.00 71.50	8.2 123.		2.50 12.50	0.00	0.00			0.00 0.00	0.00	
										Standby			Ea	arned		5.75	3.7	5	0.00	0.00	0	0.00	0 0	0.00	7.50	C
														stmen		0.00	0.0		0.00	0.00	0.00				0.00	
													Er	nding		77.25	127.		12.50	2.50	3.5	0.00	υι	-	14.0	
																								R		
I cer	tify th	nat this t	ime repo	rt repres	ents a cor	rect	acco	ount	ing fo	r the sp	ecifie	d perio	d.													
		ecord		To Superv																						

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
<u>S</u> ick:	0
Eamily Sick:	0
<u>H</u> oliday:	0
Floater:	7.5
Voluntary Work Reduction:	0
Los <u>t</u> Time:	0
Military Leave:	0
Non-Chargeable:	0
Non-Chargeable Type:	Administrative Leave
Personal:	0
<u>C</u> ompensatory:	0
<u>A</u> djustment Reason:	Select
Comments (;;):	
<u>v</u>	
Note: Pressing <alt> and an unserlined character will focus the cursor on the a</alt>	associated form field.)
Save Save And Submit Delete Cancel	

REGULAR/FLOATING HOLIDAYS AVALIBLE FOR CHARGING

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

	Record h	ours			1	_	 	-	Summ	ary					Time C	harge	d (Hour						
Date	In	Out	In	Out			Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	οτ	Vac	SL	FSL	SL Schd	PL	CT !	toli 1	VRW L	<u>L</u> s
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					[<u>+</u>	[±]		0	0	0	0	0	0	0									
Sun 2/12					[<u>±</u>	[±]		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	
Thu 2/16	08:00a	04:00p	04:00p	12:00a	[± 1	[±]		0	16	0	16	8	0	8									
Fri 2/17	08:00a	04:00p			[±]	[±]		0	8	0	8	8	0	0									
Sat 2/18					[<u>+</u>	[±]		0	0	0	0	0	0	0									
Sun 2/19					[<u>±</u>	[±]		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	
	F	Payroll Pe	eriod Tot	tals			0	0	72	16	88	64	0	8	16	0	0		0	0	0	0	
Time Record	l Comme	ents					Paid	Hours		А	ссги	al Bala	ances	5							A	I Value	21
[No Commen	ts.]							Type Ioliday	Hours	, ₁	lame		v	/ac	Sick		Family	PL	Comp	40+(1) 40+	(2) Hol Flo	
								vertime	8		Ве	ginnin	g :	365.00	158	8.00	0.00	40.00	0.00	0.00	0.0		
Additiona Comment								tra Time				harged		16.00		00	0.00	0.00				00 0	
Connent	5.							ostTime tandby	0			b-Tota		349.00 6.00		8.00 00	0.00	40.00 0.00	0.00 0	0.00		00 8 00 8	
												stmer		0.00		00	0.00	0.00				00 0	
											E	nding		355.00) 159	2.00	0.00	40.00	0 (0.00	D 0.0	00 16	e
I certify the		-	t represe		ect a		ng for	the spe	cified	period	1.												
are mile ite		Submit I	o Supervi		provi	-	 ,																

As you can see there are 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).

H.

У	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
016	Lincoln's Birthday	8	8	02/11/2017	Y
016	Washington's Birthday	8	8	02/14/2017	N
016	Memorial Day	8	8	05/29/2017	N
016	Independence Day	8	7 🗲 W	07/03/2017	N
016	Labor Day	8	8	09/04/2017	N
016	Columbus Day	8	8	10/09/2017	N
)16	Election Day	8 V		11/07/2017	Y
)16	Veterans' Day	8	0 🔶 M	11/10/2017	N
)16	Thanksgiving Day	12	0 🔶 M	11/23/2017	N
016	Christmas Day	8	0 🔶 M	12/24/2017	N
017	New Year's Day	8	0 🔶 M	12/31/2017	N
017	Martin Luther King Day	8	0 🔶 M	01/15/2018	N
017	Lincoln's Birthday	8 🚺	0	02/12/2018	Y
017	Washington's Birthday	8	0 - W	02/19/2018	N

POINT OF CONTACT

If you have any questions, please contact Nicole Bacon-Ward at <u>baconwns@potsdam.edu</u>, 315-267-2090.

Responsibilities

Individual/Group	Contact Information
Human Resources	315-267-4816

Change History

Date	Change History
August 1, 2024	 Added Juneteenth as a regular holiday Updated the HR contact for questions to Nicole Bacon-Ward