

Time and Attendance System (TAS)

UUP FLSA Non-Exempt Employee Timesheet

If you have been identified as a UUP non-hourly, non-exempt team member under FLSA guidelines, you will have to enter time in/out every bi-weekly pay period in TAS. Please review the guide below to understand the changes to our SUNY Morrisville TAS system.

Submission of the monthly time record is still required showing accruals usage.

To enter time on the FLSA time record, log into TAS time record and click the FLSA Timesheet button (see arrow below).

Menu
Tuesday, September 12, 2017 • 10:03:26 AM

Employee: Time Record | History | Request Time Off | Home
Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

Time and Attendance Record for
Jane Doe (12345)

Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee

Campus: 28150 **Supervisor:**
Department:

Employee Time Record for June 2017

Accrual Period
June 2017 ~ Working Change Period

FLSA Timesheet

Accrual Balances

Name	Vacation	FlsaComp Days(Hours)	Sick*	Family Sick Used	Lost Time	Floater	Holiday	Regular	Time	Non-Chargeable Reason
Beginning	7.41	0.00 (0.00)	9.66	0.00	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	
Sub-Total	7.41	0.00 (0.00)	9.66	0.00	0	0.00	0.00	0.00	0.00	
Earned	1.34	0.00 (0.00)	1.34	0.00	0.00	0.00	0.00	0.00	0.00	
Adjustments	0.00	0.00 (0.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Ending	8.75	0.00 (0.00)	11.00	0.00	0.00	0.00	0.00	0.00	0.00	

* Includes family sick leave balance

New FLSA Timesheet



Employee Time Record for 06/01/2017-06/14/2017

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

DATE	IN		OUT		WORK SESSION		RECALL SESSION	HOURS WORKED		RECALL	ON CALL	CHARGED
	IN	OUT	IN	OUT	SESSION	SESSION		WORKED				
THURS 06/01/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	-	7.5	0	0	Charge
FRI 06/02/2017	08:00a	12:00p	12:30p	04:00p	06:00p	08:00p	+	-	9.5	0	0	Charge
SAT 06/03/2017	In	Out	In	Out	In	Out	+	-	0	4	0	Charge
SUN 06/04/2017	In	Out	In	Out	In	Out	+	-	0	0	0	Charge
MON 06/05/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	-	7.5	0	0	Charge
TUES 06/06/2017	In	Out	In	Out	In	Out	+	-	0	0	0	Vac-1
WED 06/07/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	-	7.5	0	0	Charge
WEEKLY TOTALS									32	4	0	
HOURS WORKED OVER 40									0			
WEEKLY COMP TIME OR OT EARNED									0			

THURS 06/08/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	-	7.5	0	0	Charge
FRI 06/09/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	-	7.5	0	0	Charge
SAT 06/10/2017	In	Out	In	Out	In	Out	+	-	0	4	0	Charge
SUN 06/11/2017	In	Out	In	Out	In	Out	+	-	0	0	0	Charge
MON 06/12/2017	08:00a	12:00p	12:30p	06:00p	In	Out	+	-	9.5	0	0	Charge
TUES 06/13/2017	08:00a	02:00p	12:30a	06:00p	In	Out	+	-	23.5	0	0	Charge
WED 06/14/2017	08:00a	12:00p	12:30p	06:00p	In	Out	+	-	9.5	0	0	Charge
WEEKLY TOTALS									57.5	4	0	
HOURS WORKED OVER 40									17.5			
WEEKLY COMP TIME OR OT EARNED									26.25			
PERIOD TOTALS									89.5	8	0	
HOURS OVER 40 PAID AS OT												
HOURS OVER 40 EARNED AS FLSA COMP TIME									26.25			

Time Record Comments
 [No Comments.]

CHARGE SUMMARY

VAC	SICK	FAMILY SICK USED	COMP TIME	HOLIDAY	NON-CHARGEABLE		
				Float	Reg	Time	Reason
1	0	0	0	0	0	0	

Additional Comments:

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

Save Time Record
Submit To Supervisor
PDF Report

Existing Time Off Requests
 Nothing found to display.

Audit Details
 Nothing found to display.

Time Entry-Regular Hours:

- Enter actual hours worked each day into the IN/OUT fields (including meal breaks) – no need to type colon (:). Enter “A” for AM and “P” for PM. ****Be sure to “Save Time Record” or hours entered will not be saved.** Please include “Time Record Comments” if appropriate so they are attached to the time record for the supervisor.
- If an additional row of IN/OUT fields is needed to input regular working hours, click the **Blue** “+” button in WORK SESSION column and it will add an extra row.
- If Overtime is applicable, the system will calculate the hours worked over 40 per week. Payroll will process any overtime pay once the timesheet has been approved by the supervisor.

On Call/Recall:

- **Teal** “+” button in RECALL SESSION column: click on it and it will add a new row to input recall hours. Please add time under the **BOLD** line for the system to calculate hours correctly.
- For any day scheduled to be On-Call, enter the number of hours under the “ON CALL” column.

Accrual Charges:

- 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.

Single Day Leave (using quarter Units)	
Vacation	Days
Sick	0
Family	0
Holiday	0
Floater	0
Comp Time	0
Non-Chargeable	0
Non-Chargeable Type	Administrative Leave
Enter Comments	
Comments	

CLOSE SUBMIT

- **Charge Summary** – Bottom of timesheet; summary of time charged to accruals.

When FLSA timesheet has been completed for the bi-weekly period:

- Click on the “*I certify*” box at bottom of page which certifies that the information entered was reviewed for accuracy before submitting to the supervisor.
- Click “**Submit to Supervisor**” for supervisor approval.
- **Monthly Record**- FLSA employees are still 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 (encompassing all days in the month) have been approved. For example, if employee starts to do FLSA from Jan, 16th, they can only submit Jan monthly time record after last biweekly (1/25– 2/7) FLSA time record has been approved.

Other features of the new FLSA timesheet:

- **PDF** –Print a summary of the time record if desired.
- **Existing Time Off Request** – list of approved time off requests.
- **Audit** – An audit trial of the 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

Please direct any questions regarding the FLSA time sheet to Human Resources at HumanResources@Morrisville.edu, or call 315-648-6038. Thank you!