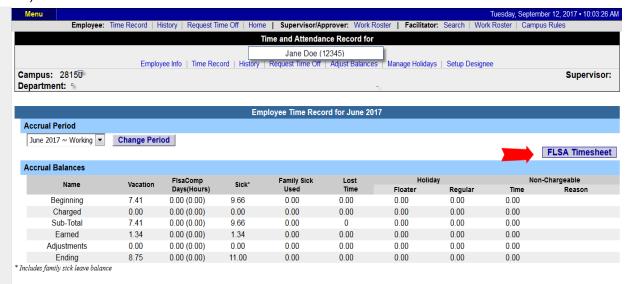
Time and Attendance System (TAS) UUP FLSA Non-Exempt Employee Timesheet

If you have been identified as a UUP non-hourly, non-exempt team memebr 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).



New FLSA Timesheet





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.



• 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!