

Submitting Your Timesheets

If you have been designated as a non-exempt UUP employee under FLSA (Fair Labor Standards Act), you are required to record your hours worked each day on a biweekly time record for your supervisor's approval at the end of each payroll period. The number of daily hours worked must be recorded.

TAS enables you to enter time in/out every payroll period and will automatically populate any accruals you have charged within a payroll period on your monthly attendance record to avoid duplicate entry.

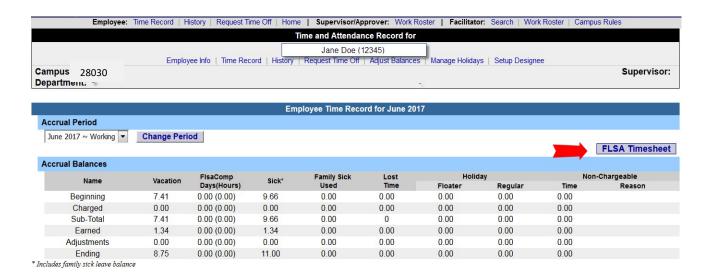
You are also required to submit monthly time records showing accruals usage. **Employees are unable to submit their** monthly time record *until all the related FLSA time records have been approved*.

For example, if employee starts to record FLSA from January 17. They can only submit the January monthly time record after last biweekly (1/26 - 2/8) FLSA time record has been approved.

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

Editable fields on the FLSA timesheet include:

- 1. IN/OUT field. 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 can also 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.
- 6. Comments, certification box, existing time off requests



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

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

RI 6/02/2017 C	08:00a 08:00a n 08:00a	12:00p 12:00p Out 12:00p Out	12:30p 12:30p In	04:00p 04:00p Out	06:00p	Out 08:00p	SESSION	SESSION	WORKE 7.		0	0	Charge
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FRI 06/09/2017	08:00a	12:00p	12:30p	04:00p	In	Out	•	•	7.5		0	0	Charge
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SUN 06/11/2017	ln	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	0	•	9.5		0	0	Charge
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							HOURS WOR	KED OVER 4	17.5				
						WEEKLY	COMP TIME O	R OT EARNED	26.25	5			
							PE	RIOD TOTALS	89.5		8	0	
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Questions

If you have any questions, please contact UB HR Benefits at 716-645-7777 or via email to ub-hr-timeandattendance@buffalo.edu

Per the UUP Agreement §23.9 Attendance Records, employees shall be required to certify their presence and record any absences on forms to be provided by the State. Employees shall also be required to record on such forms any charges to or accruals of vacation or sick leave credits. Such forms shall be submitted to the College President, or designee, for review on a monthly basis. Keeping attendance records current will avoid delays in calculating your sick leave credit toward health insurance premiums in retirement and confirm you have sufficient sick leave accruals to remain in a full pay status in the event you require an extended medical leave.