University at Buffalo
Human Resources
Division of Finance and Administration

Using the SUNY Time and Attendance System
Holiday Information for CSEA and PEF Employees

Check Your Holiday Accruals:

• **Log into the SUNY system:** https://www.suny.edu/time
• **On your timesheet**
    o **Scroll to the bottom**
    o **Click on View Holidays**
• *ALL* **holidays expire after 1 year**	

• **View pop-up box that lists all holidays** • **'Charge Amount' column lists what you have charged for a holiday** • **'Expiration Date' column lists when holidays expire**	
• **If you have holiday time to charge, then the charge amount will be less than the holiday amount** • **You will receive a warning message if you have a holiday approaching expiration** • **You must use the holiday prior to the expiration date!** • **You cannot use a holiday prior to having earned it!**	

If your accrued holiday time is incorrect, please send an email to:
ub-hr-timeandattendance@buffalo.edu

- In your email, please include:
  - o Name of the employee you are contacting us about
  - o Employee's person number
  - o A brief summary of the issue including the holiday(s) in question

Holiday Time Off Requests:

- The system now **automatically inserts** a time off request for Regular Compensatory Holidays (i.e. Columbus Day)
    - Regular Compensatory Holidays are designated in View Holidays with N in the 'Floater?' Column

Please review the following scenarios as employees that work on the holiday may need to withdraw the automatic time off request:

- If the employee **worked the full day, then no other action is needed other than withdrawing the time off request**.

- If an employee **worked a portion of the holiday:**
    - Enter time worked on timesheet
    - Save the time record
    - Withdraw the system generated time off request
    - Enter a new time off request charging the remaining number of hours

- **For employees on Alternate Work Schedule/Compressed Work Week not working the holiday who did not previously request time off**
    - Total hours of obligation must equal their current work schedule
    - Employee will need to withdraw the system generated time off request
    - Enter a new time off request charging both the holiday (7.5 or 8 hours) and any additional accruals as required to equal scheduled hours
    - **If employee has already entered the additional charge to accruals** to equal the scheduled hours **before the holiday occurs**, there is no need to take the steps mentioned above.

Withdrawing a Time Off Request:

- Go to the "Request Time Off" page
- Go to the bottom under "Previously Submitted Requests"
- Find the Request for the Holiday in question
- Click on the "Withdraw" radial button and Click "Submit Actions"

If an employee works outside their work schedule on the holiday, the employee would **<u>not</u>** need to withdraw the time off request.

Veteran's Day 2017

As Veteran's Day falls on a Saturday this year, **full-time employees** who are entitled to observe holidays, and for whom Saturday, November 11, is a regular day off, will be credited with compensatory time off in lieu of the holiday. **The SUNY online system will automatically add the accrual to your balance.**

Part-time employees who are eligible to observe holidays are entitled to observe only those holidays that fall on days when they are regularly scheduled to work or actually do work. However, eligible part-time employees who are regularly scheduled to work at least half-time, and who do not work on Saturday, November 11, but who are regularly scheduled to work on Friday, November 10, will be credited with holiday leave equivalent to the number of hours in the employee's regular Friday schedule not to exceed 7.5 or 8 hours. **The SUNY online system will automatically add the accrual to your balance.**

Employees required to work on Saturday, November 11, 2017, should be paid holiday pay or granted holiday compensatory time off (holiday leave). Employees required to work on a holiday which coincides with a pass day may also be entitled to overtime pay in accordance with the Budget Director's Rules.

Holiday Pay and Overtime:

If you are eligible for holiday pay and/or overtime pay then you must **complete and submit a Time Sheet (Biweekly) For Overtime, Holiday Or Intermittent Inconvenience for State Classified Employees**

- The time sheet is available on our website and can be reached by navigating to
- Administrative Services > Forms Catalog > Human Resources > Time Sheet (Biweekly) for Overtime, Holiday or Intermittent Inconvenience for State Classified Employees

NOTE: When an eligible veteran, who has elected holiday pay for holidays worked, is required to work on November 11, Veterans' Day, such employee is entitled to holiday pay pursuant to the negotiated agreement and also to holiday leave pursuant to Section 63 of the Public Officers Law. If, on the other hand, such employee waived holiday pay, one day of holiday leave satisfies both the contractual entitlement and the legal entitlement.

If you are a Veteran and you work on Veteran's Day, you should automatically receive Holiday Time and Holiday Pay for this day. If you do not see this, you will need to contact HR to have your Veteran status updated.

Validation Warnings:

The following "Validation Warning" is included on the time record to assist employees; "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." This will not prevent you from saving or submitting your time record, it is just for informational purposes.

Floating Holidays:

- The system **will not automatically insert** a time off request for Floating Holidays (i.e. **Election Day**)
    o Floating Holidays are designated in 'View Holidays' with Y in the 'Floater?' Column
- As Election Day is a Floating Holiday, **if you do not work** you will have to enter a Time Off Request for this day