

### **Check Your Holiday Accruals**

- Log into the SUNY system: https://www.suny.edu/time
- On your Time Record
  - Scroll to the bottom
  - 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 ٠
- You cannot use a holiday prior to having earned it ٠

Time Record Comments			Holiday Time W	orked		
[No Comments.]			Holiday Name	Floater?	Observed Date	Earned Arnor
			Labor Day	N	09/04/2017	0
Additional Comments:	$\sim$					
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10/10/2016	Columbus Day	1	1	10/0	9/2017	N
10/10/2016	Columbus Day			10/0	9/2017	IN N
11/08/2016	Election Day	1		11/0	//2017	T.
11/11/2016	Veterans: Day	0	0	11/1	0/2017	N
11/24/2016	Thanksgiving Day	0	0	11/2	3/2017	N
12/26/2016	Christmas Day	0	0	12/2	4/2017	N
01/02/2017	New Year's Day	0	U	12/3	1/2017	N
01/16/2017	Martin Luther King Day	0	0	01/1	5/2018	N
02/13/2017	Lincoln's Birthday	1	0	02/1	2/2018	N
02/20/2017	Washington's Birthday	0.5	0.5	02/1	9/2018	N
05/29/2017	Memorial Day	0	0	05/2	8/2018	N
07/04/2017	Independence Day	0	0	07/0	3/2018	N
09/04/2017	Labor Day	0		09/0	3/201/	N
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		Holidays				
Holiday	Holiday	Holiday	Charge	Exp	iration	Floater?
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10/10/2016	Columbus Day	1	1	10/0	9/2017	N
11/08/2016	Election Day	1	1	11/0	7/2017	Y
11/11/2016	Veterans' Day	0	0	11/1	0/2017	N
11/24/2016	Thankeniving Day	0	0	11/2	2/2017	N
12/26/2016	Christmas Day	0	0	12/2	4/2017	N
01/02/2017	Now Year's Day	0	0	12/2	1/2017	N
01/16/2017	Martin Luther King Day	0	0	01/4	5/2019	N
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05/29/2017	Memorial Day	0	0	05/2	8/2018	N
07/04/2017	Independence Day	0	U	07/0	3/2018	N
09/04/2017	Labor Day	0	0	09/0	3/2018	N



## Holiday Time Worked: Regular Compensatory Holidays

- Regular Compensatory Holidays
  - o Scroll to the bottom of your Time Record
  - Designated in View Holidays or Holiday Time Worked with N in the Floater? column
  - o The Earned Amount in Holiday Time Worked defaults to 0

- If you do *not work* on a **Regular Compensatory Holiday**, you need take no further action
  - The Earned Amount in Holiday Time Worked should read 0
- If you are **required/regularly scheduled** to work on a **Regular Compensatory Holiday** 
  - Change the Earned Amount in Holiday Time Worked
  - Use increments of .25
  - o 1 is the maximum you can earn

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				Thanksgiving Day		11/23/2017	0
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				Thanksgiving Day			
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Additional Comments:		$\sim$		Veterans' Day Thanksgiving Day	Y	11/11/2017 11/23/2017	1



### Holiday Time Worked: Floating Holidays

- Floating Holidays
  - o Scroll to the bottom of your Time Record
  - Designated in View Holidays or Holiday Time Worked with Y in the Floater? Column
  - o The Earned Amount in Holiday Time Worked defaults to 1

- If you do not work on a Floating Holiday
  - Change the Earned Amount in Holiday Time Worked to 0
- If you are **required/regularly scheduled** to work on a **Floating Holiday** 
  - If necessary, change the Earned Amount in Holiday Time Worked
  - Use increments of .25
  - 1 is the maximum you can earn

	27	28	29	30		
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# Withdrawing a Time Off Request

If you use the Request Time Off feature in your department

- 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 you do not use the Request Time Off feature in your department

- Go to your monthly timesheet
- Click on the day you requested to use accruals
- You will see a pop-up box entitled Time Record Posting
- Scroll to the bottom and click **Delete**
- Save your timesheet



	Time Record Posting	
Notes:		As submitted at 1:27:30
<ul> <li>Provide contraction of consigning new many state only</li> </ul>		
Single Day Leave (using quarter units)		
From Date:	09/28/2017	
Vacation:	0.25	
Sick:	0	
Family Sick:	0	
Holiday:	0	
Floater:	0	
Voluntary Work Reduction:	0	
Lost Time:	0	
Military Leave:	0	
Non-Chargeable:	0	
Non-Chargeable Type:	Administrative Leave 🔻	
Adjustment Reason:	Select *	
Comments (i) :		
comments () :		
Save Delete Cancel		



### **Validation Warnings**

Validation Warnings are included on the time record to assist employees; warnings about holidays that are expiring will not prevent you from saving or submitting your time record, it is just for informational purposes. Review the instructions, on page 1, to check your holiday accruals.

#### 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 a floating 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 1 day. **The SUNY online system will automatically add the accrual to your balance.** 

### **Correction Requests**

If you need to make a correction request regarding your accrued holiday time we are <u>requiring</u> that you send an email to: <u>ub-hr-timeandattendance@buffalo.edu</u>

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

This is a high-volume period for UB HR Benefits and we will respond to requests in priority order. Please note that validation warnings (see above) regarding holidays do not prevent saving or submitting your time record.