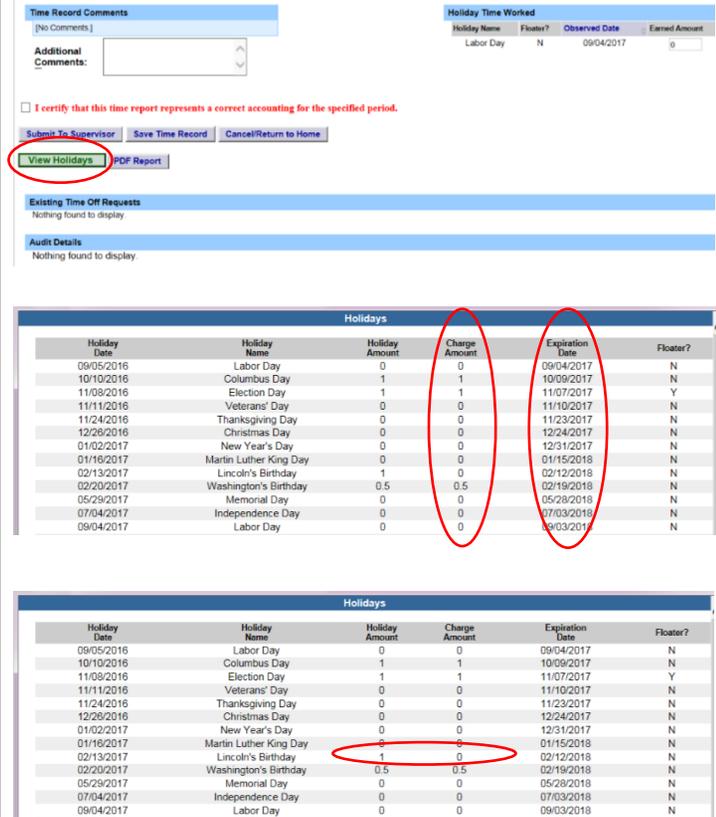


Check Your Holiday Accruals

- 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**
 - **You cannot use a holiday prior to having earned it**



The screenshot shows the 'Time Record Comments' section with a 'View Holidays' button circled in red. Below it are sections for 'Existing Time Off Requests' and 'Audit Details', both showing 'Nothing found to display'.

The first table, titled 'Holidays', lists various holidays with columns for Holiday Date, Holiday Name, Holiday Amount, Charge Amount, Expiration Date, and Floater?. The 'Charge Amount' and 'Expiration Date' columns are circled in red.

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
09/05/2016	Labor Day	0	0	09/04/2017	N
10/10/2016	Columbus Day	1	1	10/09/2017	N
11/08/2016	Election Day	1	1	11/07/2017	Y
11/11/2016	Veterans' Day	0	0	11/10/2017	N
11/24/2016	Thanksgiving Day	0	0	11/23/2017	N
12/26/2016	Christmas Day	0	0	12/24/2017	N
01/02/2017	New Year's Day	0	0	12/31/2017	N
01/19/2017	Martin Luther King Day	0	0	01/15/2018	N
02/13/2017	Lincoln's Birthday	1	0	02/12/2018	N
02/20/2017	Washington's Birthday	0.5	0.5	02/19/2018	N
05/29/2017	Memorial Day	0	0	05/28/2018	N
07/04/2017	Independence Day	0	0	07/03/2018	N
09/04/2017	Labor Day	0	0	09/03/2018	N

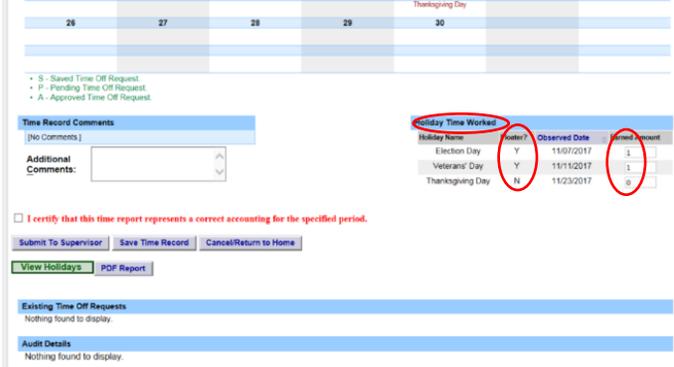
The second table, also titled 'Holidays', is identical to the first one. In this table, the 'Charge Amount' for Lincoln's Birthday (02/13/2017) is circled in red, showing a value of 1.

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
09/05/2016	Labor Day	0	0	09/04/2017	N
10/10/2016	Columbus Day	1	1	10/09/2017	N
11/08/2016	Election Day	1	1	11/07/2017	Y
11/11/2016	Veterans' Day	0	0	11/10/2017	N
11/24/2016	Thanksgiving Day	0	0	11/23/2017	N
12/26/2016	Christmas Day	0	0	12/24/2017	N
01/02/2017	New Year's Day	0	0	12/31/2017	N
01/19/2017	Martin Luther King Day	0	0	01/15/2018	N
02/13/2017	Lincoln's Birthday	1	0	02/12/2018	N
02/20/2017	Washington's Birthday	0.5	0.5	02/19/2018	N
05/29/2017	Memorial Day	0	0	05/28/2018	N
07/04/2017	Independence Day	0	0	07/03/2018	N
09/04/2017	Labor Day	0	0	09/03/2018	N

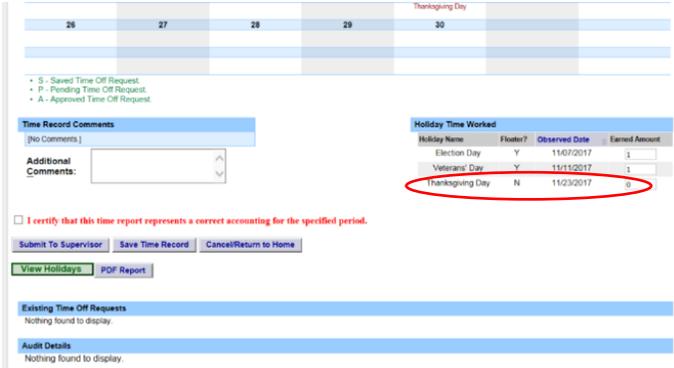
Holiday Time Worked: Regular Compensatory Holidays

- Regular Compensatory Holidays
 - Scroll to the bottom of your Time Record
 - Designated in **View Holidays** or **Holiday Time Worked** with **N** in the **Floater?** column
 - 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
 - 1 is the maximum you can earn



Holiday Name	Floater?	Observed Date	Earned Amount
Election Day	Y	11/07/2017	1
Veterans' Day	Y	11/11/2017	1
Thanksgiving Day	N	11/23/2017	0

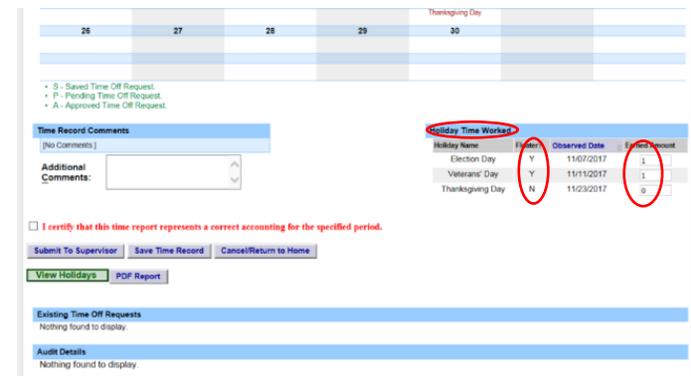


Holiday Name	Floater?	Observed Date	Earned Amount
Election Day	Y	11/07/2017	1
Veterans' Day	Y	11/11/2017	1
Thanksgiving Day	N	11/23/2017	0

Holiday Time Worked: Floating Holidays

- **Floating Holidays**
 - Scroll to the bottom of your Time Record
 - Designated in **View Holidays** or **Holiday Time Worked** with **Y** in the **Floater?** Column
 - 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



Thanksgiving Day
 26 27 28 29 30

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

Time Record Comments
[No Comments]

Additional Comments: [Text Area]

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
Election Day	Y	11/07/2017	1
Veterans' Day	Y	11/11/2017	1
Thanksgiving Day	N	11/23/2017	0

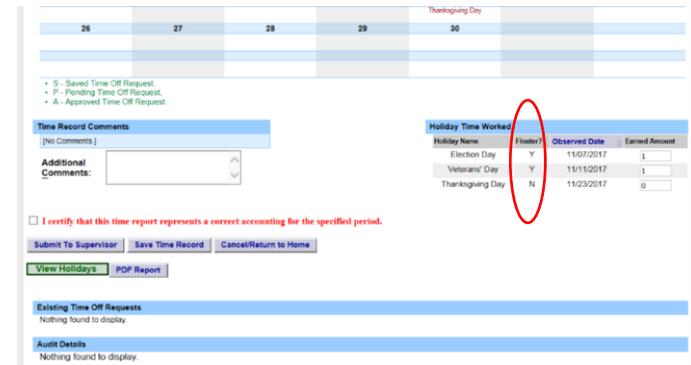
I certify that this time report represents a correct accounting for the specified period.

[Submit To Supervisor](#) [Save Time Record](#) [Cancel/Return to Home](#)

[View Holidays](#) [PDF Report](#)

Existing Time Off Requests
Nothing found to display.

Audit Details
Nothing found to display.



Thanksgiving Day
 26 27 28 29 30

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

Time Record Comments
[No Comments]

Additional Comments: [Text Area]

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
Election Day	Y	11/07/2017	1
Veterans' Day	Y	11/11/2017	1
Thanksgiving Day	N	11/23/2017	0

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

[Submit To Supervisor](#) [Save Time Record](#) [Cancel/Return to Home](#)

[View Holidays](#) [PDF Report](#)

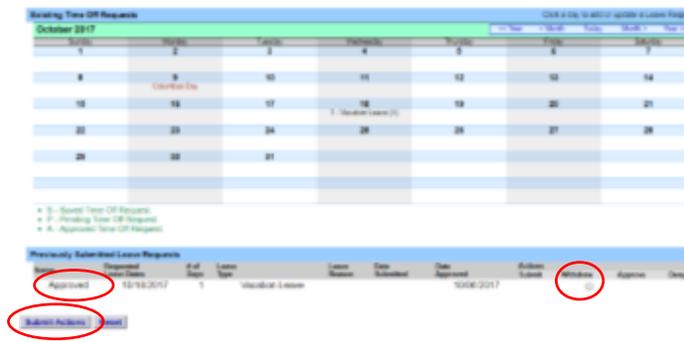
Existing Time Off Requests
Nothing found to display.

Audit Details
Nothing found to display.

Withdrawing a Time Off Request

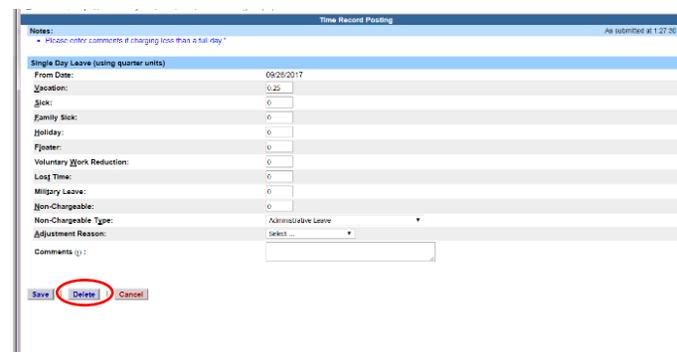
If you *use* the Request Time Off feature in your department

- 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



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 requiring that you send an email to: ub-hr-timeandattendance@buffalo.edu

- In your email you will need to include:
 - 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.