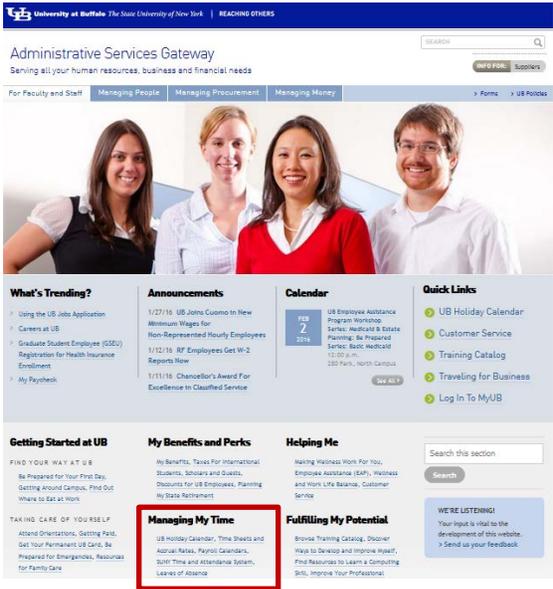
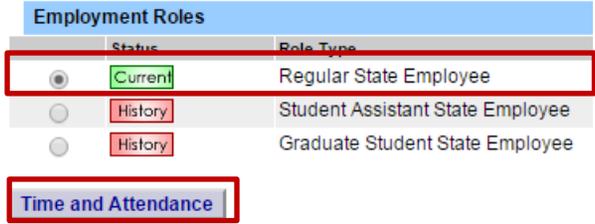
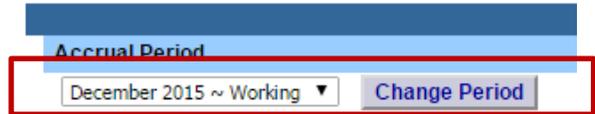
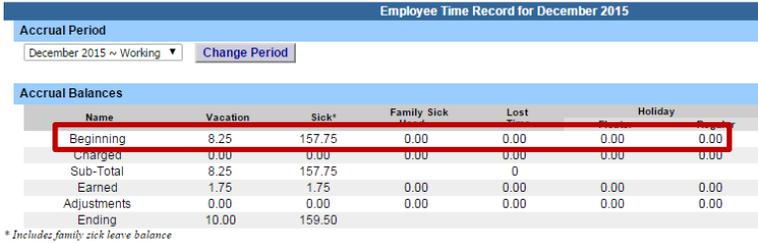
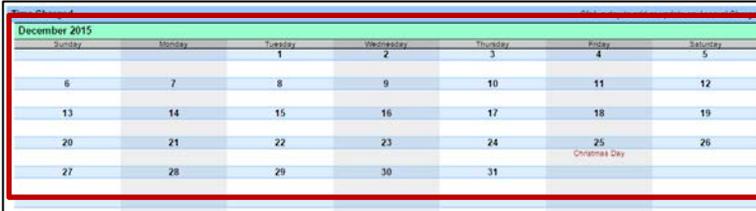
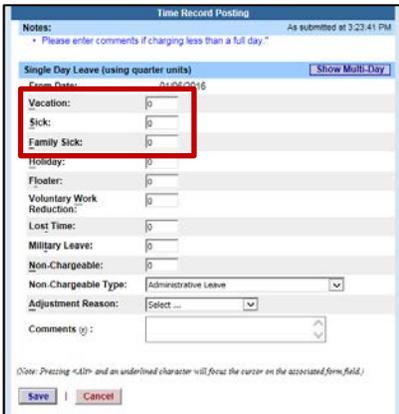
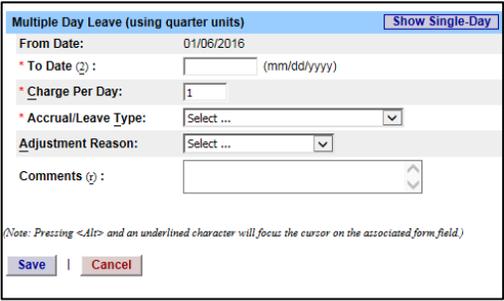
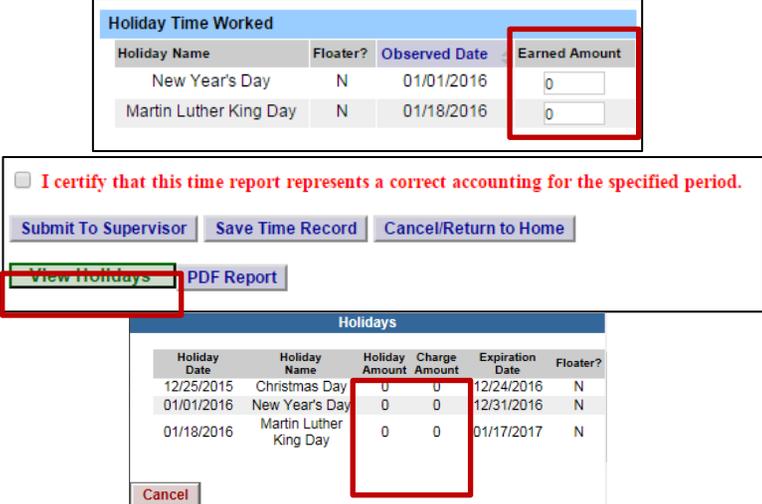


SUNY TIME & ATTENDANCE INSTRUCTIONS (EMPLOYEE TIME RECORDS)

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & Attendance System	<ul style="list-style-type: none"> Using Firefox or Chrome, begin at www.buffalo.edu/hr. *We recommend using Firefox or Chrome as your Internet browser. Click on SUNY Time and Attendance System in the Managing My Time section. Scroll down the page and click on SUNY Portal under Employee Resources. If prompted, select Buffalo Univ. If prompted, log in with UBITName and password. 	 <p>The screenshot shows the SUNY Administrative Services Gateway homepage. Under the 'Managing My Time' section, the 'Managing My Time' link is highlighted with a red box. Other visible links include 'Getting Started at UB', 'My Benefits and Perks', 'Helping Me', and 'Fulfilling My Potential'.</p>
2	Access the Time & Attendance Section	<ul style="list-style-type: none"> Click on Time and Attendance under the Self Service section. 	 <p>The screenshot shows the 'Self Service' menu with three options: 'Time and Attendance', 'View Paycheck', and 'Human Resources Self Service'. The 'Time and Attendance' link is highlighted with a red box.</p>

Step	Purpose	Action	Screenshots																																																	
3	Select your Current Employment Role	<ul style="list-style-type: none"> Verify that your current Employment Role is selected. <ul style="list-style-type: none"> Or, select the radio button for your current Employment Role. Click Time and Attendance. 	 <p>The screenshot shows a table with columns 'Status' and 'Role Type'. The 'Current' radio button is selected for 'Regular State Employee'. Below the table, the 'Time and Attendance' button is highlighted.</p>																																																	
4	Select Accrual Period	<ul style="list-style-type: none"> Under the Accrual Period section, click the drop-down to select the correct period. Click Change Period. 	 <p>The screenshot shows the 'Accrual Period' section with a drop-down menu set to 'December 2015 ~ Working' and a 'Change Period' button highlighted.</p>																																																	
5	Review Accrual Balances	<ul style="list-style-type: none"> Review your Accrual Balances. 	 <p>The screenshot shows the 'Employee Time Record for December 2015' with an 'Accrual Period' of 'December 2015 ~ Working'. Below is a table of 'Accrual Balances' with columns: Name, Vacation, Sick*, Family Sick, Lost, Holiday, and a final column. The 'Beginning' row is highlighted.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Vacation</th> <th>Sick*</th> <th>Family Sick</th> <th>Lost</th> <th>Holiday</th> <th></th> </tr> </thead> <tbody> <tr> <td>Beginning</td> <td>8.25</td> <td>157.75</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Charged</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Sub-Total</td> <td>8.25</td> <td>157.75</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Earned</td> <td>1.75</td> <td>1.75</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Adjustments</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Ending</td> <td>10.00</td> <td>159.50</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>* Includes family sick leave balance</p>	Name	Vacation	Sick*	Family Sick	Lost	Holiday		Beginning	8.25	157.75	0.00	0.00	0.00	0.00	Charged	0.00	0.00	0.00	0.00	0.00	0.00	Sub-Total	8.25	157.75	0				Earned	1.75	1.75	0.00	0.00	0.00	0.00	Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	Ending	10.00	159.50				
Name	Vacation	Sick*	Family Sick	Lost	Holiday																																															
Beginning	8.25	157.75	0.00	0.00	0.00	0.00																																														
Charged	0.00	0.00	0.00	0.00	0.00	0.00																																														
Sub-Total	8.25	157.75	0																																																	
Earned	1.75	1.75	0.00	0.00	0.00	0.00																																														
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00																																														
Ending	10.00	159.50																																																		

Step	Purpose	Action	Screenshots
6	Enter Leave Time	<ul style="list-style-type: none"> Click the date on the calendar to enter Leave Time. <ul style="list-style-type: none"> Note: A pop-up window opens. <p>Entering a Single date</p> <ul style="list-style-type: none"> Click in the appropriate Leave Type and enter the amount for your leave time. <ul style="list-style-type: none"> <i>*Please note: you can only charge in quarter day increments, (i.e. .25, .50, .75 or 1)</i> Enter in a Comment if appropriate. <ul style="list-style-type: none"> <i>*Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</i> Click Save. <p>Entering Multiple dates</p> <ul style="list-style-type: none"> Click the Show Multi-Day button to the top right of the pop-up window. The From Date defaults to the date you originally selected. <ul style="list-style-type: none"> <i>*To change this date, click Cancel and start again.</i> Click in the To Date, select your last leave date from the calendar. Select the Accrual/Leave Type from the drop down list. Enter in a Comment if applicable. <ul style="list-style-type: none"> <i>*Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</i> Click Save. 	<p>December 2015</p>  <p>Single Day</p>  <p>Multi-Day</p>  

Step	Purpose	Action	Screenshots
7	Verify that the correct leave time was entered	<ul style="list-style-type: none"> Under Time Charged, verify that the information that you entered is correct. 	
8	Enter Holiday Time worked	<p>In the Holiday Time Worked section (located under the Time Charged calendar), you will see the holidays that fall in the Accrual Period.</p> <ul style="list-style-type: none"> If you worked the holiday, enter 1 in the Earned Amount field. <p><i>*Note: No action is necessary if you were off on the holiday</i></p> <ul style="list-style-type: none"> To view the holidays, click the View Holidays button. <ul style="list-style-type: none"> A pop-up window will open. Click Cancel to close. <p><i>*Note: If the holiday is accrued and used on the same date, the Holiday Amount and Charge Amount fields will both be zero</i></p>	
10	Enter optional Comments	<ul style="list-style-type: none"> Enter Additional Comments if applicable. <p><i>*Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</i></p>	
11	Submit Time Record	<ul style="list-style-type: none"> Click the checkbox to certify that this time report represents a correct accounting for the specified period. Click Submit to Supervisor. 	

Need advice?

Our **Time & Attendance Experts** are here to help.

www.buffalo.edu/hr or Email: ub-hr-timeandattendance@buffalo.edu