

# UUP FLSA (Fair Labor Standard Act) Non-Exempt Employees who are Overtime Eligible Online Time Sheet Instructions

## Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password issues by our IT Department. If uncertain of your ID and password, please contact the Help Desk at [helpdesk@esf.edu](mailto:helpdesk@esf.edu)

<https://www.suny.edu/hrportal>

## TAS Home Page:

From the TAS Home Page (shown below), click on the Time and Attendance button to be brought into your Time Record, Time off Request or Supervisor Work Roster.

Status	Role Type	Effective Dates
Current	Regular State Employee	11/25/2013 - [No End Date]

Displaying single result.

[Time and Attendance](#)

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

Tuesday, September 12, 2017 • 10:03:28 AM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

**Time and Attendance Record for**  
Jane Doe (12345)

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Designee](#)

Campus: 28150  
Department:  Supervisor:

**Employee Time Record for June 2017**

Accrual Period: June 2017 ~ Working [Change Period](#)

[FLSA Timesheet](#)

Name	Vacation	FisaComp Days(Hours)	Sick*	Family Sick Used	Lost Time	Holiday		Non-Chargeable	
						Floater	Regular	Time	Reason
Beginning	7.41	0.00 (0.00)	9.66	0.00	0.00	0.00	0.00	0.00	
Charged	0.00	0.00 (0.00)	0.00	0.00	0.00	0.00	0.00	0.00	
Sub-Total	7.41	0.00 (0.00)	9.66	0.00	0	0.00	0.00	0.00	
Earned	1.34	0.00 (0.00)	1.34	0.00	0.00	0.00	0.00	0.00	
Adjustments	0.00	0.00 (0.00)	0.00	0.00	0.00	0.00	0.00	0.00	
Ending	8.75	0.00 (0.00)	11.00	0.00	0.00	0.00	0.00	0.00	

\* Includes family sick leave balance

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

06/01/2017 ~ 06/14/2017 ~ Working ▼

HOURS WORKED												CHARGED
DATE	IN	OUT	IN	OUT	IN	OUT	WORK SESSION	RECALL SESSION	HOURS WORKED	RECALL	ON CALL	CHARGED
THURS 06/01/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
FRI 06/02/2017	08:00a	12:00p	12:30p	04:00p	06:00p	08:00p	+	+	9.5	0	0	Charge
SAT 06/03/2017	In	Out	In	Out	In	Out	+	+	0	4	0	Charge
SUN 06/04/2017	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
MON 06/05/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
TUES 06/06/2017	In	Out	In	Out	In	Out	+	+	0	0	0	Vac-1
WED 06/07/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
WEEKLY TOTALS									32	4	0	
HOURS WORKED OVER 40									0			
WEEKLY COMP TIME OR OT EARNED									0			
THURS 06/08/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
FRI 06/09/2017	08:00a	12:00p	12:30p	04:00p	In	Out	+	+	7.5	0	0	Charge
SAT 06/10/2017	In	Out	In	Out	In	Out	+	+	0	4	0	Charge
SUN 06/11/2017	In	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	+	+	9.5	0	0	Charge
WEEKLY TOTALS									57.5	4	0	
HOURS WORKED OVER 40									17.5			
WEEKLY COMP TIME OR OT EARNED									26.25			
PERIOD TOTALS									89.5	8	0	
HOURS OVER 40 PAID AS OT												
HOURS OVER 40 EARNED AS FLSA COMP TIME									26.25			

**Time Record Comments**  
[No Comments.]

**Additional Comments:**

CHARGE SUMMARY								All values are days.	
VAC	SICK	FAMILY SICK USED	COMP TIME	HOLIDAY	NON-CHARGEABLE				
				Float	Reg.	Time	Reason		
1	0	0	0	0	0	0			

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

Save Time Record    Submit To Supervisor    PDF Report

The editable fields in the page are (shown below):

1. IN/OUT field – same as those on classified and hourly time records. 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 also have the ability to 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.

Time Record Posting

THURS 03/04/2021

Single Day Leave (using quarter Units)

Vacation	<input type="text"/>
Sick	0
Family	0
Holiday	0
Floater	0
Comp Time	0
Non-Chargeable	0
Non-Chargeable Type	Administrative Leave
Enter Comments	
Comments	

CLOSE SUBMIT

6. Comments – employees are able to include comments to that will be attached to the time record for the supervisor.

7. Charge Summary – summary of time charged.
8. Employees must “certify” represents correct information before submitting to the supervisor.
9. Employees have the ability to SAVE the time record as they enter their time and SUBMIT their time record when completed.
10. PDF – Employees have the ability to print a summary of their time record if desired.
11. Existing Time Off Request – list of approved time off requests.
12. Audit – Will give employees an audit trial of their time record. This information includes:
  - Action Type: pending, submit, approved, disapproved, resubmit
  - Created Date – date/Time
  - Created by User – name of the employee that submitted the time record
  - Modified Date – date/Time
  - Modified by User – name of employee that modified the time record

The FLSA employees 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 do FLSA from Jan, 17. They can only submit Jan monthly time record after last biweekly (1/26 – 2/8) FLSA time record has been approved.

### To submit monthly time record:

Any time charged on the biweekly FLSA time record will automatically be displayed on the employee’s monthly time record. Therefore, the employee only needs to verify the information and submit the monthly time record to their supervisor.

Time Record Comments (shown below) – available if employee would like to submit comments attached to the time record for their supervisor.

**Time Record Comments**

[No Comments.]

**Additional Comments:**

↑

↓

Once time record is complete, check the box to certify the information entered is accurate before submitting to supervisor (shown below) then click Submit to Supervisor.

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

If time record is not complete, click Save which will allow you to go back into your time record at any time to add or update before submitting to supervisor.

If you do not wish to save or submit your time record simply click Cancel/Return to Home.

## Notes:

If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in disapproved status. Employees will then be able to make any changes needed and resubmit to your supervisor.

View Holiday – list of employee’s holidays/floaters that have been accrued along with expiration date.

PDF Report – allows employees ability to print time record.

Existing Time Off Request – list any existing time off request employee may have pending approval from supervisor.

Audit Details – keeps an audit of all add/updates to time record.

Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

## History:

A summary of the employee’s 12 month history of all the start and used accrual balances. Also provides when each months’ time records were submitted and approved.