

Submitting Your Timesheets

If you have been designated as a non-exempt UUP employee under FLSA (Fair Labor Standards Act), you are required to record your hours worked each day on a biweekly time record for your supervisor’s approval at the end of each payroll period. The number of daily hours worked must be recorded.

TAS enables you to enter time in/out every payroll period and will automatically populate any accruals you have charged within a payroll period on your monthly attendance record to avoid duplicate entry.

You 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 record FLSA from January 17. They can only submit the January monthly time record after last biweekly (1/26 – 2/8) FLSA time record has been approved.

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

Editable fields on the FLSA timesheet include:

1. IN/OUT field. 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 can also 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.
6. Comments, certification box, existing time off requests

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 28030 Supervisor:
 Department: -

Employee Time Record for June 2017

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

 [FLSA Timesheet](#)

Name	Vacation	FlsaComp 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
	08:00a	12:00p	In	Out	In	Out						
SUN 06/04/2017	In	Out	In	Out	In	Out	+	+	0	0	0	Charge
	In	Out	In	Out	In	Out						
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
	08:00a	12:00p	In	Out	In	Out						
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	0

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

Save Time Record

Submit To Supervisor

PDF Report

Questions

If you have any questions, please contact UB HR Benefits at 716-645-7777 or via email to ub-hr-timeandattendance@buffalo.edu

Per the UUP Agreement §23.9 Attendance Records, employees shall be required to certify their presence and record any absences on forms to be provided by the State. Employees shall also be required to record on such forms any charges to or accruals of vacation or sick leave credits. Such forms shall be submitted to the College President, or designee, for review on a monthly basis. Keeping attendance records current will avoid delays in calculating your sick leave credit toward health insurance premiums in retirement and confirm you have sufficient sick leave accruals to remain in a full pay status in the event you require an extended medical leave.
