

Using the SUNY Time and Attendance System Holiday Information for Professional Employees

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**

Time Record Comments

[No Comments]

Additional Comments:

☐ 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.

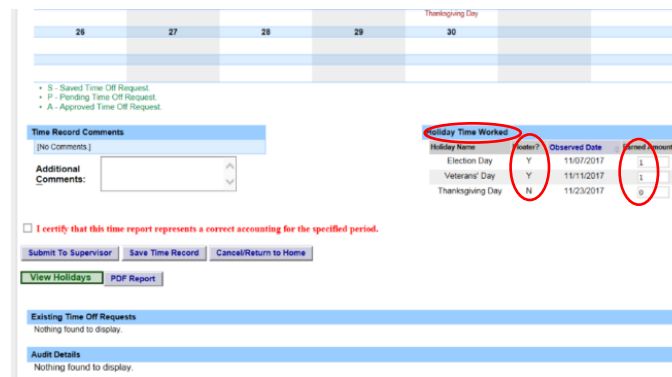
| Holidays | | | | | |
|--------------|------------------------|----------------|---------------|-----------------|-----------|
| Holiday Date | Holiday Name | Holiday Amount | Charge Amount | Expiration Date | Floating? |
| 09/05/2016 | Labor Day | 0 | 0 | 09/04/2017 | N |
| 10/10/2016 | Columbus Day | 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 |

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| 11/08/2016 | Election Day | 1 | 1 | 11/07/2017 | Y |
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| 11/24/2016 | Thanksgiving Day | 0 | 0 | 11/23/2017 | N |
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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



Thanksgiving Day

| 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 |

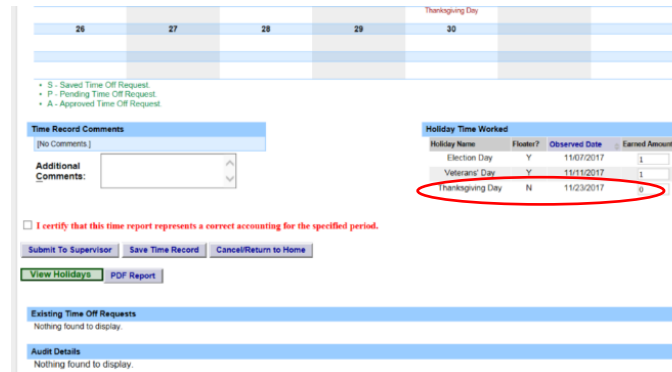
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Existing Time Off Requests
 Nothing found to display.

Audit Details
 Nothing found to display.



Thanksgiving Day

| 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 |

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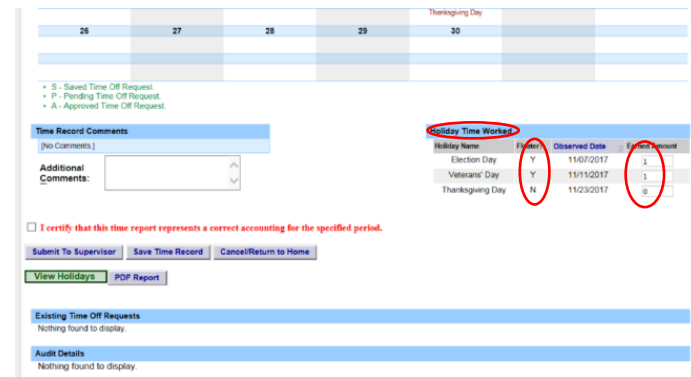
Audit Details
 Nothing found to display.

Using the SUNY Time and Attendance System Holiday Information for Professional Employees

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



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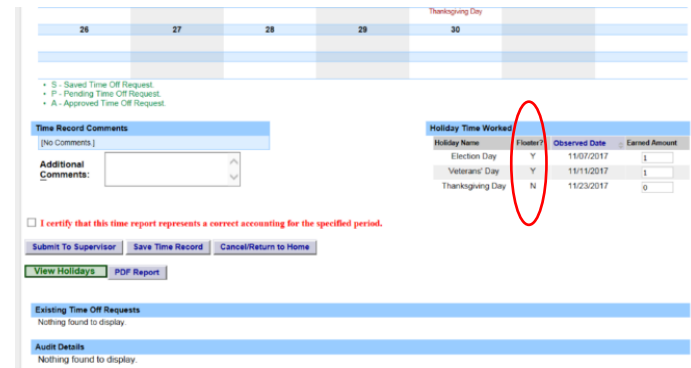
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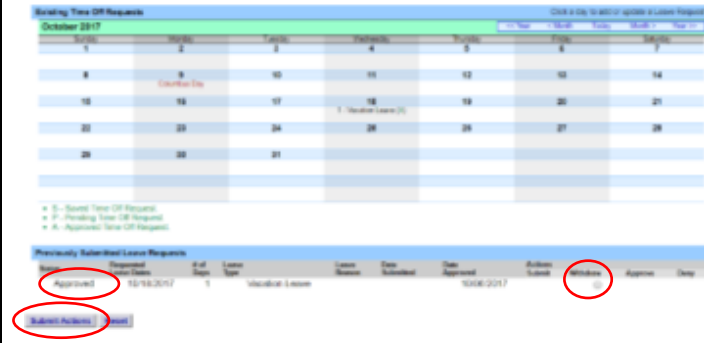
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Withdrawing a Time Off Request

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**



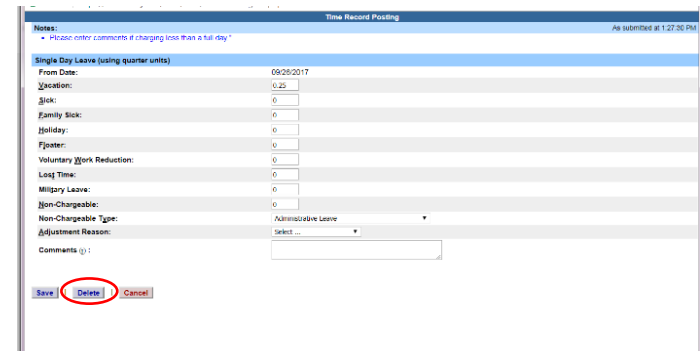
Previously Submitted Leave Requests

| Request ID | Request Type | # of Days | Leave Type | Leave Dates | Date Submitted | Date Approved | Request Status | Withdraw | Approve | Cancel |
|------------|--------------|-----------|----------------|-------------|----------------|---------------|----------------|----------|---------|--------|
| Approved | 10/10/2017 | 1 | Vacation Leave | | 10/10/2017 | | Withdraw | | | |

Submit Actions **Post**

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: Please enter comments if charging less than a full day.

Single Day Leave (using quarter units)

From Date: 09/29/2017

Location: 0.25

Sick: 0

Family Sick: 0

Holiday: 0

Post: 0

Voluntary Work Reduction: 0

Long Term: 0

Military Leave: 0

Non-Chargeable: 0

Non-Chargeable Type: Administrative Leave

Adjustment Reason: Select...

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 compensatory time off in lieu of the 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.