

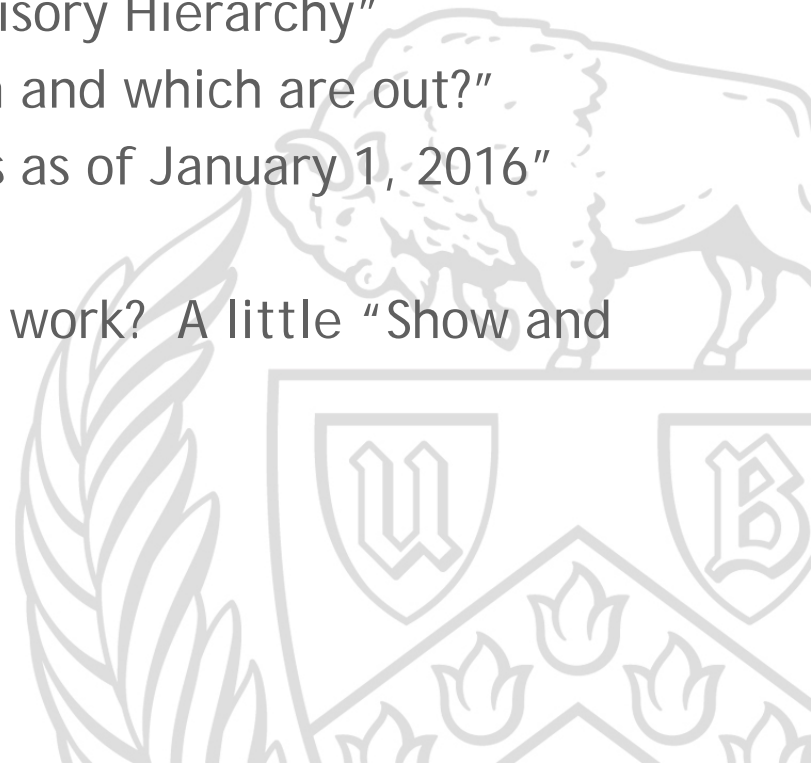
Getting Ready for SUNY Online Time & Attendance at UB

Business Day Session
October 14, 2015
Office of Human Resources



Time & Attendance Session Agenda

- Update for RF plan
- State approach and plan for “GO-LIVE” on January 1st, 2016
- Key work/partnership of HR and all members of the HR Advisory Group
- Key to success: “Building the Supervisory Hierarchy”
- Key to success: “Which groups are in and which are out?”
- Key to success: “Entering in accruals as of January 1, 2016”
- Key milestones, time line, outcomes
- What will it look like and how will it work? A little “Show and Tell”



Who will be included?

- UUP Professionals and Management Confidential
- Faculty 10-Month (excluding Adjuncts)
- Faculty 12-Month
- Classified with exceptions
- Student Assistants and College Work Study



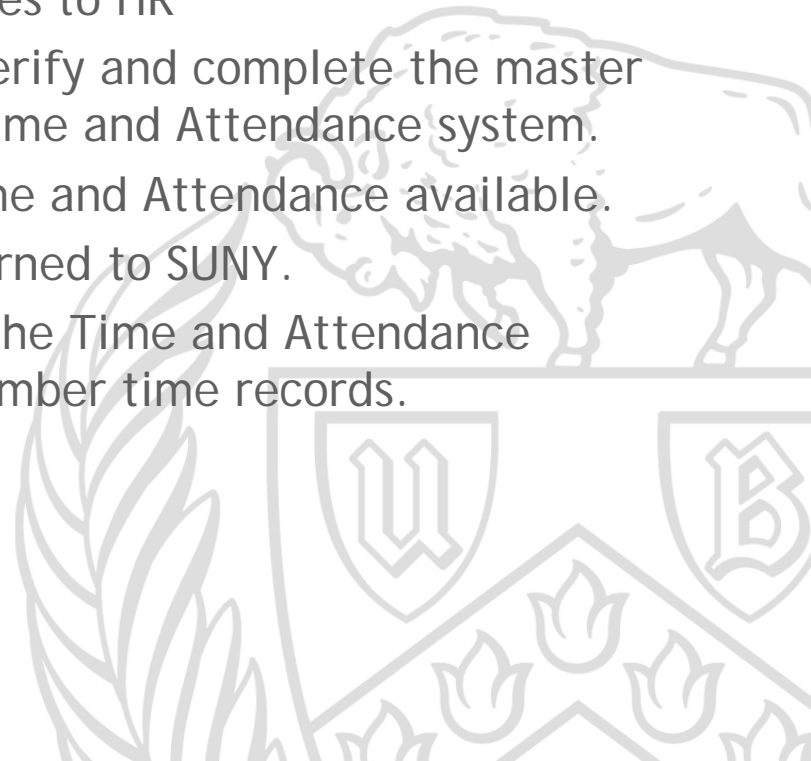
Who will continue to use paper records?

- Adjunct Instructors
- New York State University Police
- All departments using Kronos
- UUP hourly and Non-Exempt Professionals
- Teaching and Graduate Assistants



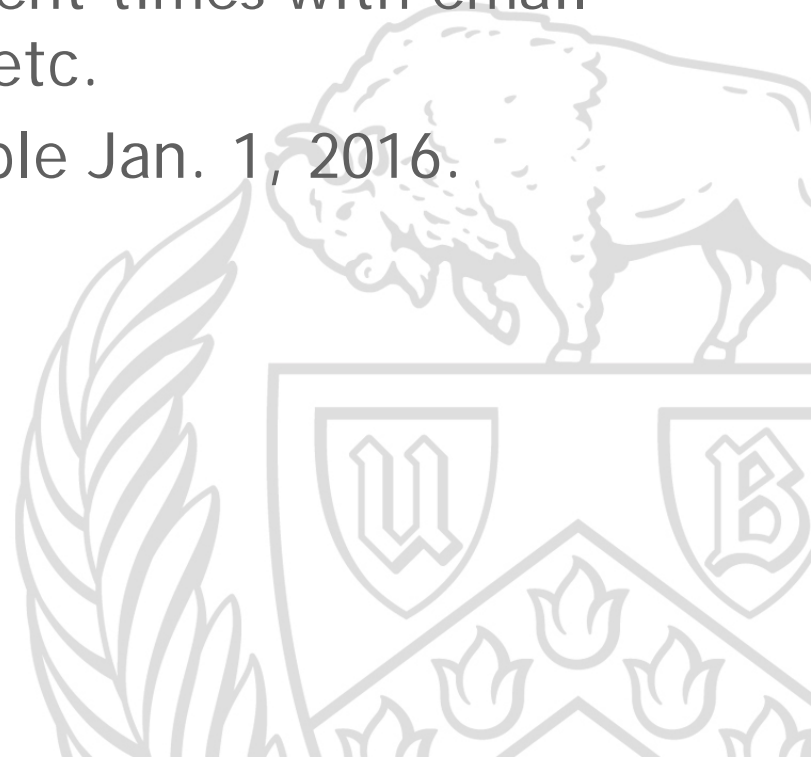
What is the timeline?

- Oct. 22, 2015- we will receive the file from SUNY that must be completed with the supervisor hierarchy and reporting titles.
- Nov. 2, 2015- Unit files will be distributed for completion of the supervisor hierarchy and accrual balances.
- Nov. 13, 2015- Deadline to return the files to HR
- Nov. 13, 2015 - Nov. 30, 2015- HR will verify and complete the master file to send to SUNY for loading to the Time and Attendance system.
- Mid-Nov - Business rules training for Time and Attendance available.
- Dec. 1, 2015- File is completed and returned to SUNY.
- Jan. 1, 2016- Onboarding will begin for the Time and Attendance system, employees will enter their December time records.



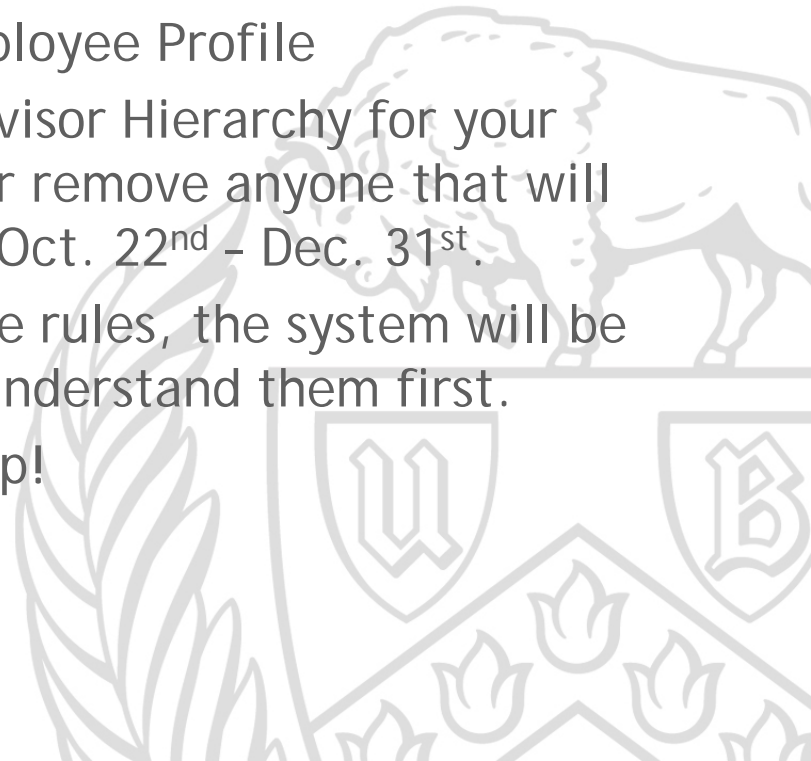
What is the communication plan?

- Employees will be notified starting with the Units.
- HR will communicate at different times with email blasts, business day, mailing, etc.
- On-line training will be available Jan. 1, 2016.



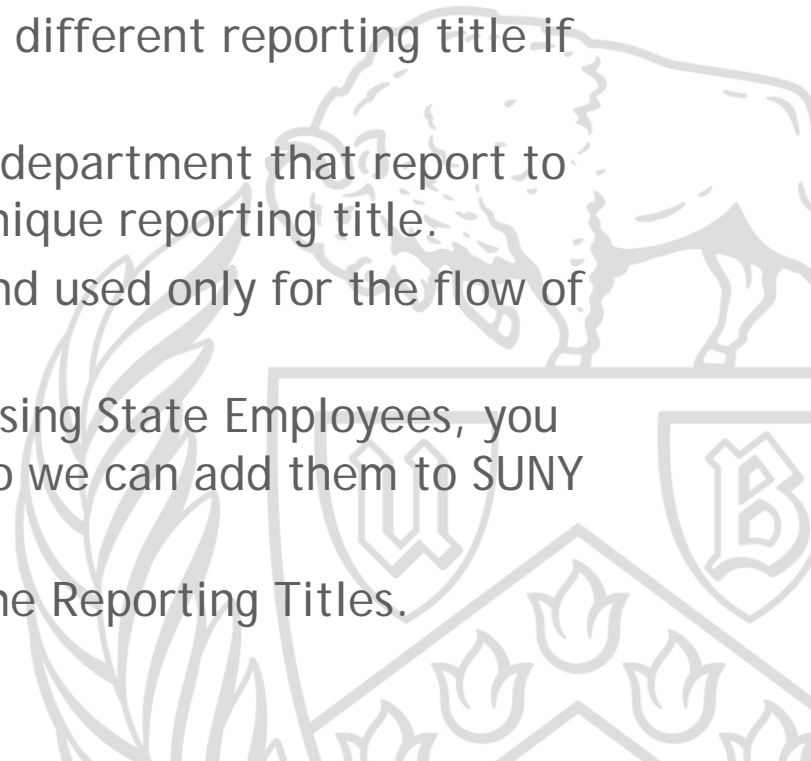
What can you do to help?

- Inform your unit and employees
- Make sure that they all have access SUNY Self-Service prior to go-live using their SUNY ID.
- SUNY ID is now available in SIRI People > Current Status
- SUNY ID is also available on the Employee Profile
- Participate in completing the Supervisor Hierarchy for your unit as simply as possible and add or remove anyone that will be affected during the period from Oct. 22nd - Dec. 31st.
- Understand the time and attendance rules, the system will be enforcing the rules so you need to understand them first.
- You are not alone, HR is here to help!



Supervisory hierarchy tips

- There can only be one department head in each entity.
- The department head must report outside the entity in which they are employed.
- The department head is the only one that can report outside their entity.
- Employees in the same title must have a different reporting title if they supervise.
- Employees that have the same title in a department that report to different supervisors must also have a unique reporting title.
- Reporting titles are behind the scenes and used only for the flow of the timesheets.
- If you have RF or UBF employees supervising State Employees, you will need to add them and notate that so we can add them to SUNY and get them a SUNY ID.
- Complete the Supervisors first, before the Reporting Titles.



Example for the supervisory hierarchy

- If you have 3 Staff Associates that supervise, they must all have a unique Reporting Title.
- If you have Staff Assistants under each of these Staff Associates their titles must be unique if they also supervise.
- Naming Convention for Reporting Titles:

Sr. Staff Associate - Department Head
Staff Associate - 1
 Staff Assistant - 1B
 Staff Assistant - 1A - Supervisor
 Clerk 2 - 1A
 Student Assistant
 Student Assistant
 Clerk 2 - 1
Staff Associate - 2
 Staff Assistant - 2A
 Clerk 2
 Clerk 2
 Staff Assistant - 2B
Staff Associate- 3
 Staff Assistant

Lisa A Havtur (216376)

[View Info](#) | [Update Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Adjust Balances](#) | [Setup Proxy](#)

Campus: 28020

Department: 853010: 3 315 Human Resources

Supervisor: Jeffrey Hadley

Employee Time Record for January 2012

Message Board

[No Messages.]

Accrual Period

January 2012 ~ Working

[Change Period](#)

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	DRL (M/C only)	Holiday		Non-Chargeable	
					Floater	Regular	Time	Reason
Beginning	0.5	23.75	0	0	0	0	4	
Charged	0.0	0.0	0.0	0.0	0.0	1.0	0.0	
Sub-Total	0.5	23.75				-1.0	4.0	
Earned	2.5	1.5	0.0	0.0	0.0	2.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending	3.0	25.25				1.0	4.0	

* Includes family sick leave balance

Time Charged

Double-click a day to add or update an Accrual Charge

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Holiday Comp Leave					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time Charged Double-click a day to add or update an Accrual Charge

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday Comp Leave	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Time Record Comments

[No Comments.]

Additional Comments:

Holiday Time Earned

Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/02/2012	<input type="text" value="1"/>
Martin Luther King Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/16/2012	<input type="text" value="1"/>



(An underlined character will focus the cursor on the associated form field.)

The report represents a correct accounting for the specified period.

Save Time Record Cancel/Return to Home

Any time away from work, when you are scheduled to be working, should be reflected on the monthly calendar view.

The screenshot shows a web form titled "Time Record Posting". A large blue arrow on the left points to the "SINGLE DAY View" text. A large blue arrow on the right points to the text "Click Here to Change to MULTI-DAY View". A small button labeled "Show Multi-Day" is located in the top right corner of the form area. The form fields include: "From Date:" (01/09/2012), "Vacation:" (0), "Sick:" (0), "Family Sick:" (0), "Holiday:" (0), "Floater:" (0), "Voluntary Work Reduction:" (0), "Deficit Reduction Leave (M/C only):" (0), "Non-Chargeable:" (0), "Non-Chargeable Type:" (Select ...), and "Adjustment Reason:" (Select ...). At the bottom left, there are two buttons: "Submit Single-Day" and "Cancel". A note below the buttons reads: "(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)"

Single Day Entry: Best used for absences of 1 day or less (.25, .50, or .75)

Multi-Day Entry: Best used for absences of two or more days, for the same reason code and within the same month.



Time Charged							
Double-click a day to add or update an Accrual Charge							
January 2012							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
	2	3	4	5	6	7	
	Holiday Comp Leave						
	9	10	11	12	13	14	
	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

1) Review Your Entries for Accuracy

Time Record Comp

[No...]

Add...

Co...

(Note: Underlined character will focus the cursor on the associated form field.)

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

Holiday Time Earned				
Holiday Name	Floater?	Observed Date	Earned Amount	
New Year's Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/02/2012	1	<input type="text"/>
Martin Luther King Day	<input type="radio"/> Y <input checked="" type="radio"/> N	01/16/2012	1	<input type="text"/>

3) Submit

NOTE: THE SYSTEM WILL NOT ALLOW SUBMISSION OF A MONTH UNTIL YOUR SUPERVISOR HAS APPROVED THE PREVIOUS MONTH.



What's next?

- Nov. 2, 2015- Unit files will be distributed for completion of the supervisor hierarchy and accrual balances.
- HR Advisory Group will be helping us determine where to send the files to have them completed and returned.
- Nov. 13, 2015- Deadline to return the files to HR.
- Online training and job-aids will be available for folks after January 1st, 2016

