

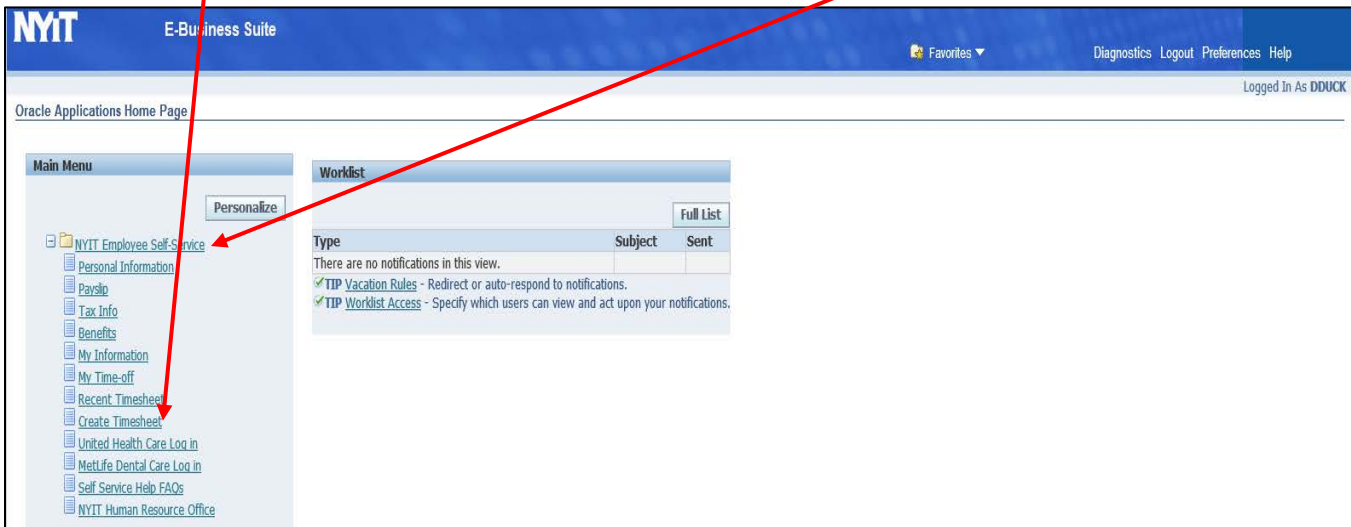
1) VIEWING VACATION ACCRUALS AND CREATING TIME-SHEETS THROUGH “CREATE TIMESHEET” (NON-EXEMPT EMPLOYEES)

Purpose: Time Entry Process for employees submitting **Weekly (7 Day) Time Sheet**

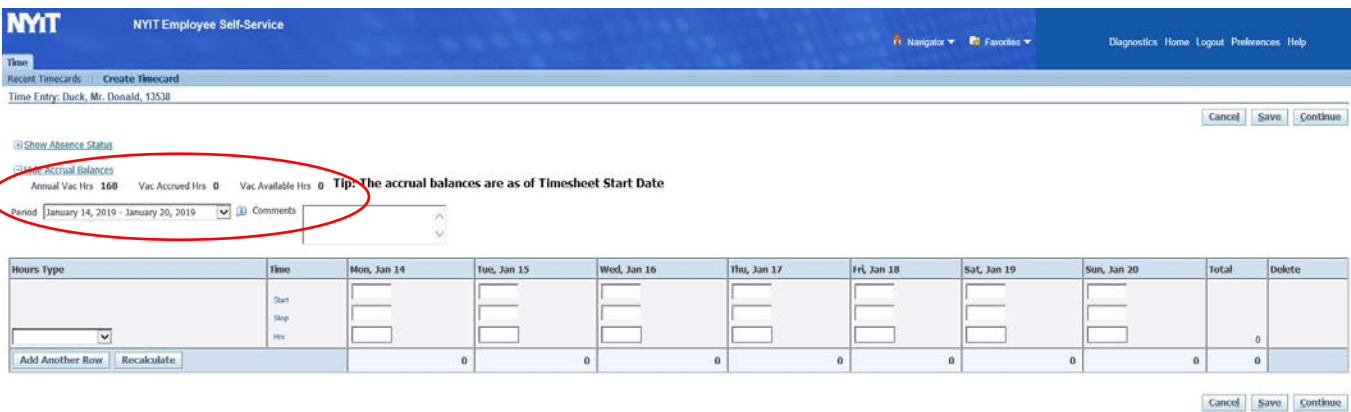
Audience: All **Full-Time Salaried Non-Exempt employees** whose pay is based on Annual Salary

Note: This document assumes that you have successfully logged into **Employee Self-Service** online by going to MY.NYIT.EDU, Human Resources, Self-Service Application.

To begin, start at the Self-Service Application Home Page. Click on **NYIT Employee Self-Service** to view accruals under **Create Time-sheet:**



Here, you can view your “annual vacation hours” which are the total hours you can accrue in a full year, “vacation accrued hours” which you will have accrued by a given date and “vacation available hours” which you have accrued but have not used. You should receive approval from your supervisor prior to taking vacation hours which have not yet been accrued. See [Employee Handbook](#) for additional information regarding vacation time.



Note:

- Timesheets must be submitted and approved each pay period to ensure the accuracy of the balances.
- The accrual balances are as of the Timesheet Start Date
- Accrual balances are reported in **HOURS** for regular 12-month, non-exempt employees
- For a 35 hour work week: 1 day = 7 hours; 24 days = 168 hours
- For a 40 hour work week: 1 day = 8 hours; 24 days = 192 hours

Vacation time is accrued on the 15th and last day of each month.

As a result, you will see the accruals in the pay period following the 15th or last day of each month. For example, Vacation Accruals for the 15th of January will appear in the January 21, 2019-January 27, 2019 pay period. (See example below).

Annual Vac Hrs 168 Vac Accrued Hrs 7 Vac Available Hrs 7 Tip: The accrual balances are as of Timesheet Start Date

Period: January 21, 2019 - January 27, 2019

| Hours Type | Time | Mon, Jan 21 | Tue, Jan 22 | Wed, Jan 23 | Thu, Jan 24 | Fri, Jan 25 | Sat, Jan 26 | Sun, Jan 27 | Total | Delete |
|-----------------------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|--------|
| | Start | | | | | | | | | |
| | Stop | | | | | | | | | |
| | Hrs | | | | | | | | 0 | |
| Add Another Row Recalculate | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

Cancel Save Continue

For your reference, the following are steps for entering and processing weekly time-sheets:

Step: 1 Choose the correct Time Period from the “Period” Drop Down.

- By default, the timesheet shows the current week’s timesheet page.
- The period always starts on a Monday.

Then select “Regular Worked” from the Hours Type drop down as shown below.

Annual Vac Hrs 168 Vac Accrued Hrs 0 Vac Available Hrs 0 Tip: The accrual balances are as of Timesheet Start Date

Period: January 14, 2019 - January 20, 2019

| Hours Type | Time | Mon, Jan 14 | Tue, Jan 15 | Wed, Jan 16 | Thu, Jan 17 | Fri, Jan 18 | Sat, Jan 19 | Sun, Jan 20 | Total | Delete |
|-----------------------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|--------|
| | Start | | | | | | | | | |
| | Stop | | | | | | | | | |
| | Hrs | | | | | | | | 0 | |
| Add Another Row Recalculate | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

Cancel Save Continue

Step 2: Report your actual hours worked using the “start” and “stop” boxes as shown below.

Hours must be entered in Military Time – for example, 9:00 for 9 am and 17:00 for 5 pm

Only enter actual time worked. Lunch breaks or other time away is noted by the lack of a time entry. The time below is entered as two rows of “Regular Worked” with 09:00 to 13:00 before lunch and 14:00 to 17:00 after lunch, assuming the lunch is between 13:00 to 14:00 hours.

The example below illustrates the use of vacation time off and regular hours worked in one day:

Annual Vac Hrs 168 Vac Accrued Hrs 0 Vac Available Hrs 0 **Tip: The accrual balances are as of Timesheet Start Date**

Period January 14, 2019 - January 20, 2019 Comments

| Hours Type | Time | Mon, Jan 14 | Tue, Jan 15 | Wed, Jan 16 | Thu, Jan 17 | Fri, Jan 18 | Sat, Jan 19 | Sun, Jan 20 | Total | Delete |
|----------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|--------|
| Regular Worked | Start | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | | 4 | |
| | Stop | 13:00 | 13:00 | 13:00 | 13:00 | 13:00 | | | | |
| | Hrs | | | | | | | | | |
| Regular Worked | Start | | 14:00 | 14:00 | 14:00 | 14:00 | | | 0 | |
| | Stop | | 17:00 | 17:00 | 17:00 | 17:00 | | | | |
| | Hrs | | | | | | | | | |
| Vacation | Start | 14:00 | | | | | | | 0 | |
| | Stop | 17:00 | | | | | | | | |
| | Hrs | | | | | | | | | |
| | | | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |

Add Another Row Recalculate

Cancel Save Continue

Step 3: Press “Recalculate” to see the totals for each day as well as the pay period and to open another row. You can also add a row by using the “Add Another Row” button. Once all entries are made, click “Continue” to review the page.

Period January 14, 2019 - January 20, 2019 Comments

| Hours Type | Time | Mon, Jan 14 | Tue, Jan 15 | Wed, Jan 16 | Thu, Jan 17 | Fri, Jan 18 | Sat, Jan 19 | Sun, Jan 20 | Total | Delete |
|-----------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|--------|
| Regular Worked | Start | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | | 20 | |
| | Stop | 13:00 | 13:00 | 13:00 | 13:00 | 13:00 | | | | |
| | Hrs | | | | | | | | | |
| Regular Worked | Start | | 14:00 | 14:00 | 14:00 | 14:00 | | | 12 | |
| | Stop | | 17:00 | 17:00 | 17:00 | 17:00 | | | | |
| | Hrs | | | | | | | | | |
| Vacation | Start | 14:00 | | | | | | | 3 | |
| | Stop | 17:00 | | | | | | | | |
| | Hrs | | | | | | | | | |
| Add Another Row | Start | | | | | | | | 0 | |
| | Stop | | | | | | | | | |
| | Hrs | | | | | | | | | |
| | | | 7 | 7 | 7 | 7 | 0 | 0 | 35 | |

Add Another Row Recalculate

Cancel Save Continue

Step 4: Once reviewed, click “Submit” to send your timesheet to your supervisor.

Week Starting Monday, January 14 2019
 Timecard Period (days) 7
 Comments

| Hours Type | Time | Mon, Jan 14 | Tue, Jan 15 | Wed, Jan 16 | Thu, Jan 17 | Fri, Jan 18 | Sat, Jan 19 | Sun, Jan 20 | Total |
|----------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| Regular Worked | Start | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 | | | 20 |
| | Stop | 13:00 | 13:00 | 13:00 | 13:00 | 13:00 | | | |
| | Hrs | | | | | | | | |
| Regular Worked | Start | | 14:00 | 14:00 | 14:00 | 14:00 | | | 12 |
| | Stop | | 17:00 | 17:00 | 17:00 | 17:00 | | | |
| | Hrs | | | | | | | | |
| Vacation | Start | 14:00 | | | | | | | 3 |
| | Stop | 17:00 | | | | | | | |
| | Hrs | | | | | | | | |
| | | | 7 | 7 | 7 | 7 | 0 | 0 | 35 |

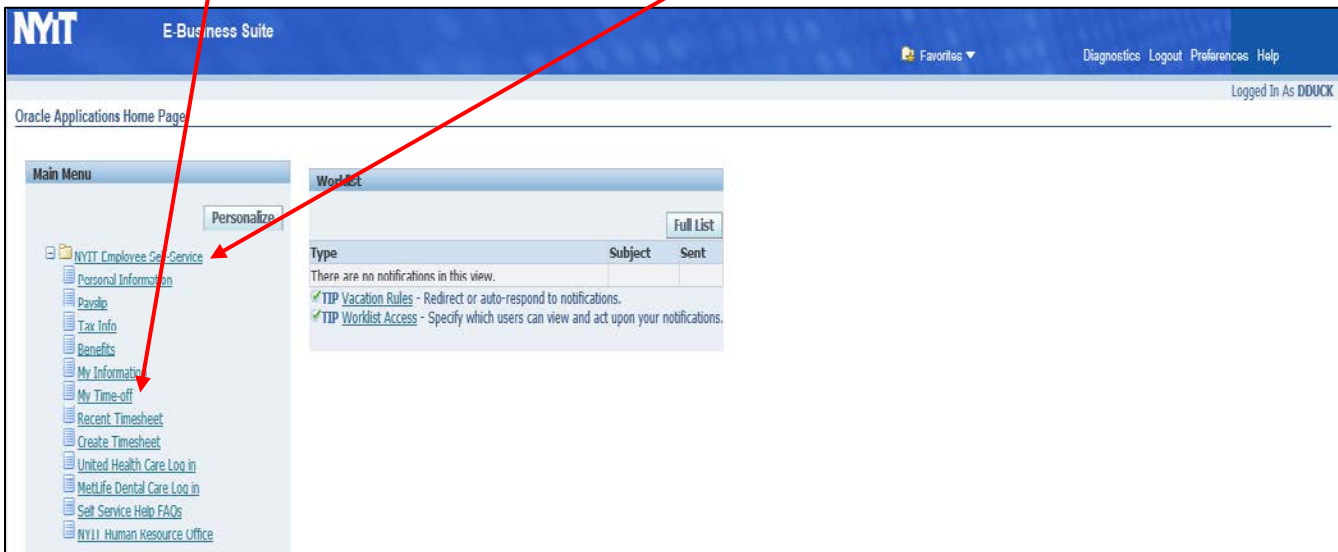
Cancel Back Submit

Note: For full-day time-off such as Vacation or Sick, you only need to enter a standard Start and Stop time to represent the number of hours taken. For example, if you take an entire 7-hour vacation day, the start time would be 09:00 and the stop time would be 16:00.

2) VIEWING VACATION ACCRUALS THROUGH “MY TIME-OFF”

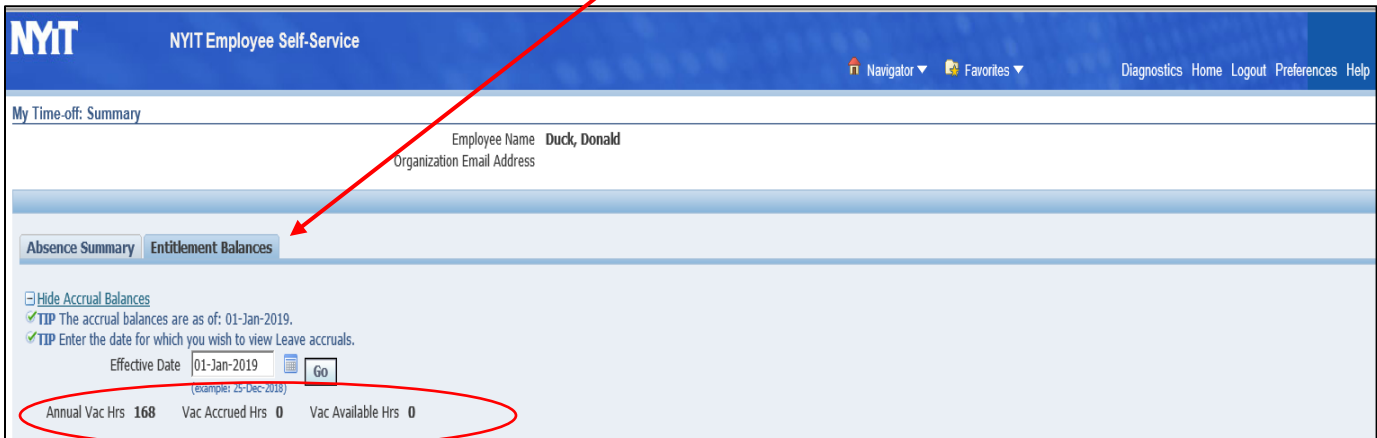
Viewing Vacation Accrual Balances

Start at the Self-Service Application Home Page: Click on **NYIT Employee Self-Service** then view accruals under **My Time-off**:



My Time-off: Summary - View Accrual Balances under Entitlement Balances Tab

You can view your annual vacation hours, vacation accrued hours and vacation available hours under the Entitlement Balances Tab.



Entering an **effective date** for any day you wish to view accruals will show “Vac Accrued Hrs” and “Vac Available Hrs” for that date. After changing the effective date, click **Go** to see your accruals for that date.

The screenshot displays the 'Entitlement Balances' section of a web application. At the top, there are two tabs: 'Absence Summary' and 'Entitlement Balances'. Below the tabs, there is a 'Hide Accrual Balances' checkbox. Two tips are shown: 'TIP The accrual balances are as of: 31-Jan-2019.' and 'TIP Enter the date for which you wish to view Leave accruals.'. Below the tips, there is an 'Effective Date' field with a calendar icon, containing the text '31-Jan-2019'. A 'Go' button is located to the right of the date field. Below the date field, there is a small text '(example: 26-Dec-2018)'. At the bottom of the section, there are three values: 'Annual Vac Hrs 168', 'Vac Accrued Hrs 14', and 'Vac Available Hrs 14'. Two red arrows originate from the text above: one points to the 'Go' button and the other points to the 'Effective Date' field.

Note: always use the **Home** button on the upper right hand corner of the NYIT ribbon to go back to a previous page. Do not use the back arrow button.

Resources:

- Human Resources: contact hr@nyit.edu with questions about the vacation policy or instructions.
- Payroll: contact payroll@nyit.edu for specific balance issues or individual concerns about vacation time.
- Service Central: contact servicecentral@nyit.edu if you have trouble logging in to the self-service application.