

Recording Non-Chargeable absences for Promotional Interviews in TAS for Classified Employees

1. Log into TAS
2. Go to: "Request Time off"
3. Click on date
4. Enter requested time off in hours under Non-Chargeable
5. Use drop down box and chose "Administrative Leave"
6. In the comment section type in: "uninitiated promotional interview"

EXAMPLE:

Vacation:		
Sick:	0	
Family Sick:	0	
Holiday:	0	
Floater:	0	
Voluntary Work Reduction:	0	
Lost Time:	0	
Military Leave:	0	
Non-Chargeable:	5	
Non-Chargeable Type:	Administrative Leave	
Personal:	0	
Compensatory:	0	
Adjustment Reason:	Select ...	
Comments (t):	uninitiated promotional interview	

Section 21.10 - Leave for Civil Service Examinations

https://www.cs.ny.gov/attend_leave_manual/021AbsenceWithPay/21_10/21_10Rulespages-LeaveforCivilServiceExaminations.htm

The purpose of this Section is to provide eligible employees with a reasonable amount of time off with pay without charge to credits to take State Level Civil Service examinations and to be interviewed for promotions and transfers under **certain circumstances**. (Please refer to the time and attendance leave manual)

Contact SUNY ESF Human Resources regarding what may be required for proof.