SUNY The State University of New York

Time and Attendance System (TAS)

Supervisors

Step-by-Step

Overview of Monthly Time and Attendance Process – For Supervisors

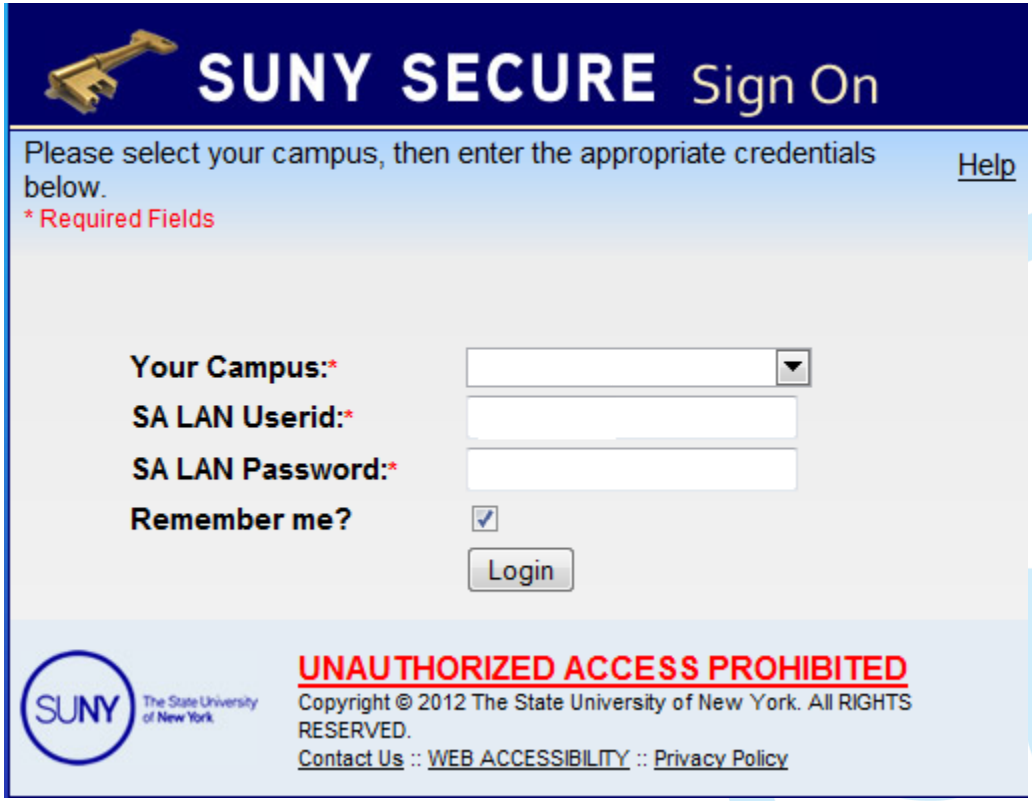
1) Sign in to SUNY HR Time and Attendance
2) Select “Work Roster.”
3) View employee’s Time Record
4) Select “Details” to view employee’s time record.
5) Select “Approve” or “Deny”

Sign in to SUNY at:

http://www.suny.edu/time

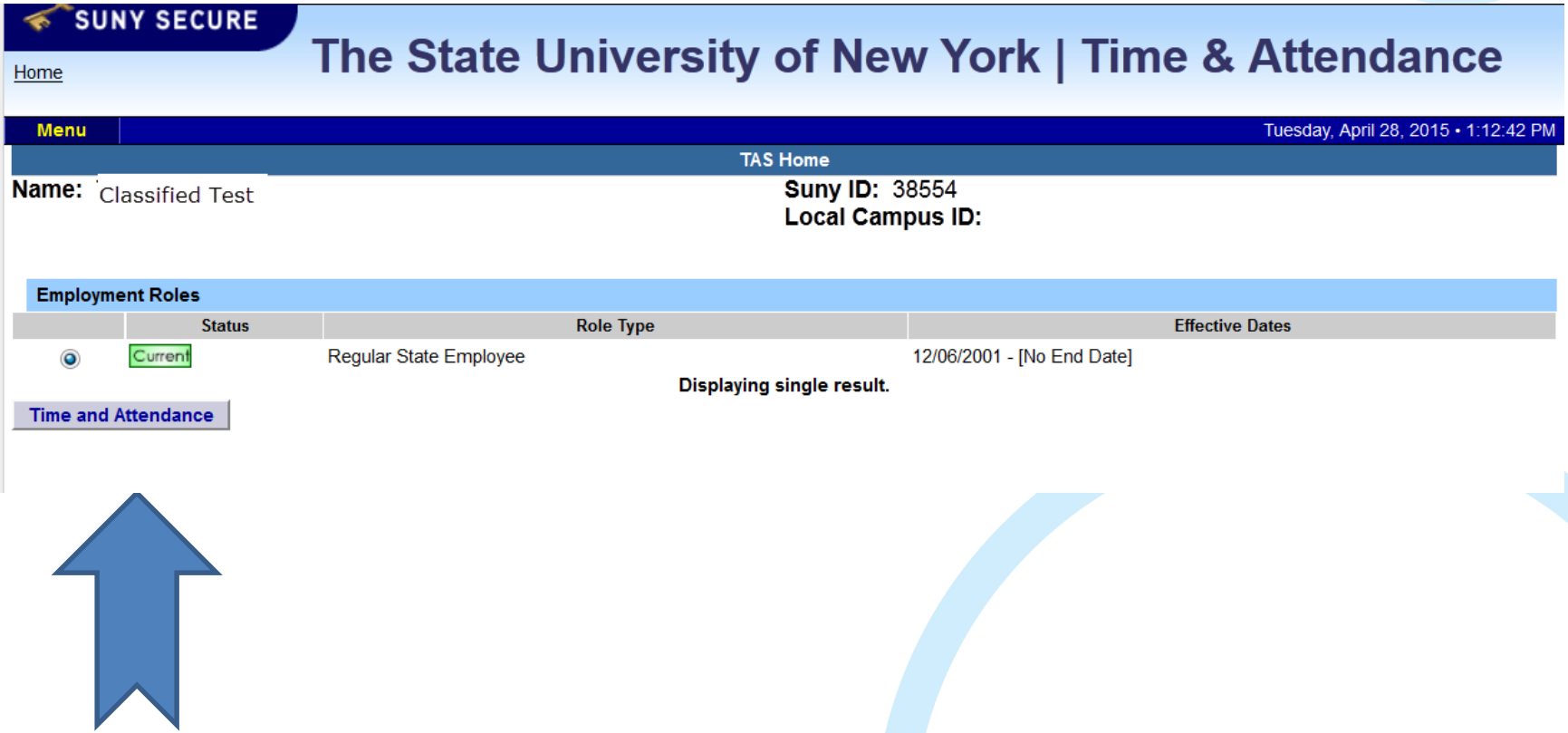
Bookmark

- As described in a previous slide, the screen will be slightly different the first time you log in, requesting your SUNY ID and DOB. *That is a one-time security occurrence.* **Going forward, your entry screen will look like this:**

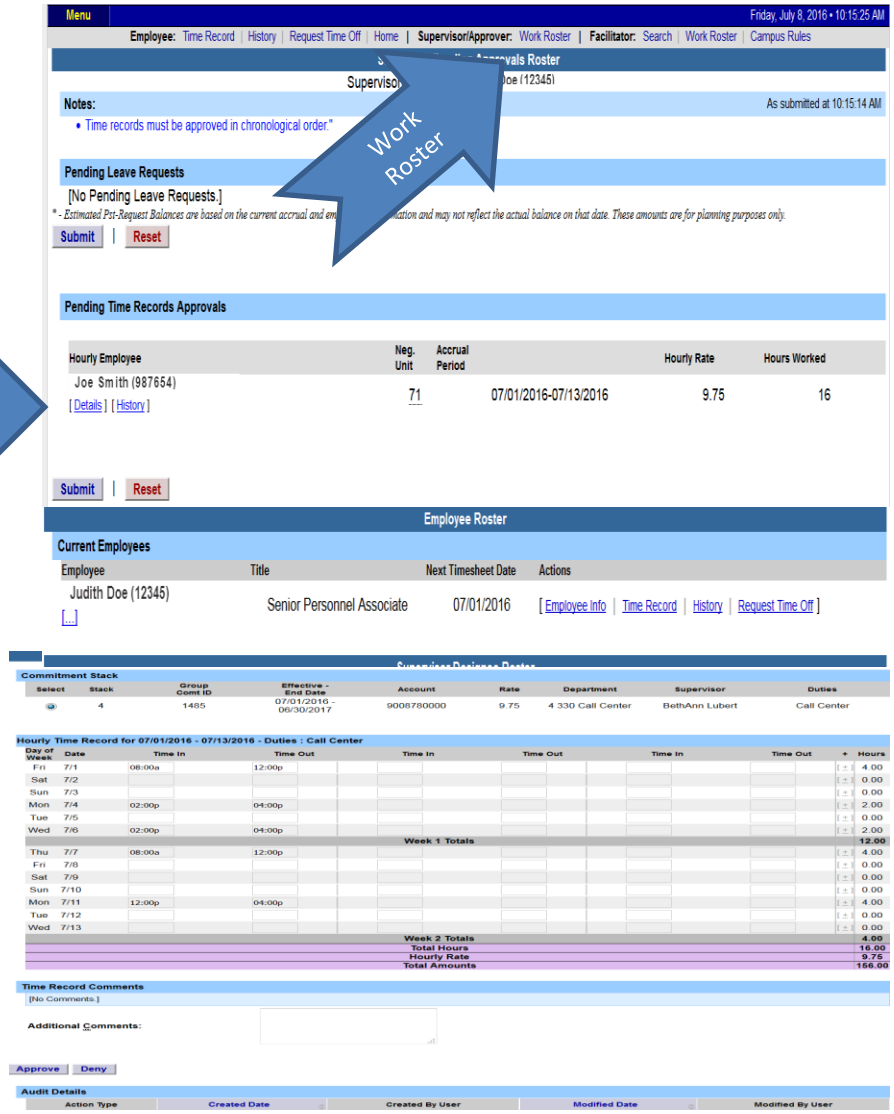


Suny ID and Password

Then, click on "Time and Attendance" Tab to get into your time record



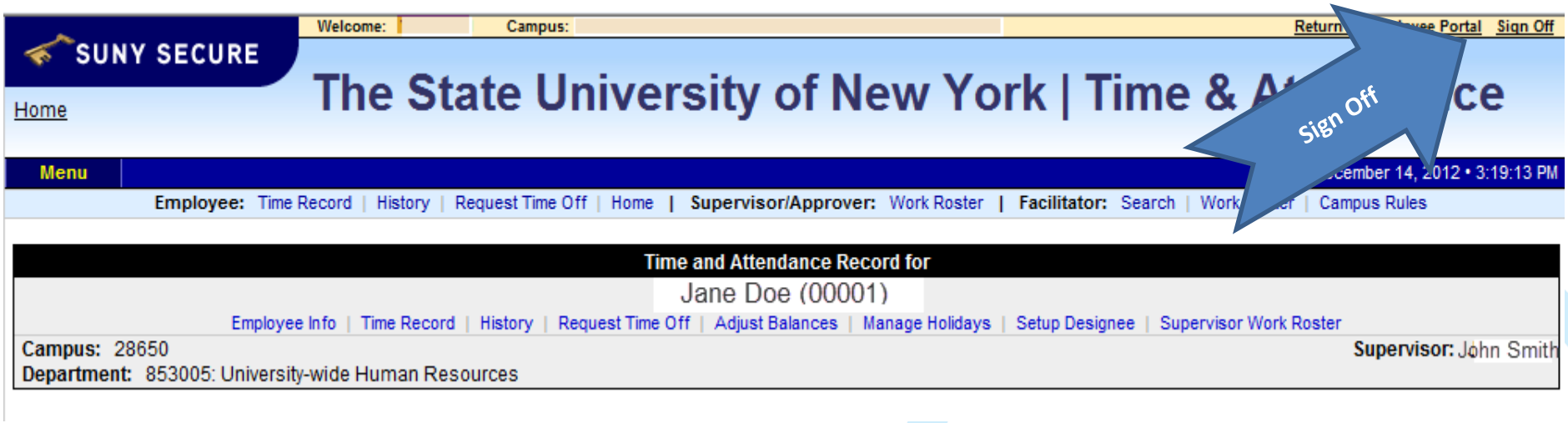
Supervisor Work Roster:



1. Click on Work Roster, to view pending time records for your employees.
2. If you have multiple employees reporting to you in different bargaining units, they will be displayed separately on your work roster for your convenience.
   - Unclassified Employee
   - Classified Employees
   - Hourly Employees
3. Select “Details” under Pending Time Records Approvals to view time record to take action on.
4. Under the Employee Roster, if […] icon appears under an employee’s name, this indicates the employee is also a supervisor within the department. If you click on the […] icon their supervisor work roster will be brought up, and you have all the same supervisor privileges.
5. To take action on a pending time record once the supervisor has clicked on details from the work roster and reviewed the time record, please click approve or deny.
6. Once action has been taken, the pending time record will be removed from the work roster.
7. If approved, the time record will change to an approved status under the accrual pay period drop down.
8. If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
9. If time record has been approved, the total hours worked will roll into the TAS Payment Roster for the payroll department to audit and send the payment to OSC.

Sign out of the SUNY browser and CLOSE

- To ensure your privacy and system security, please log off by clicking on “Sign Off” link in the upper right hand corner of your screen.



Thank You!

- Step by Step instructions are also available for your use.
- Please contact any member of the HR Time and Attendance implementation team if we can be of further assistance.