Overview of Monthly Time and Attendance System (TAS)

For All Employees

1) Sign –in to SUNY HR Time and Attendance
2) Select an Accrual Period (Month)
3) Enter Charges for Vacation, Sick, or Other Used Time
4) Request Time Off
5) Certify and Submit Time Record for Supervisor Approval
6) Sign-out of SUNY Browser and Close
First-time System Sign-in Information

• For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. Here, you will be asked for your SUNY ID (which we have for you) and your DOB.

• Once you complete this security procedure, your sign-in will appear differently going forward. There will be no need for you to use your SUNY ID again for this process.
Sign in to SUNY at:
http://www.suny.edu/time

- As described in the previous slide, the screen will be slightly different your first time in, requesting your SUNY ID and DOB. *That is a one-time security occurrence.* Going forward, your entry screen will look like this:
Click on “Time and Attendance” Tab to work on your time record
MC and UUP Professionals
Time Record

Time record will automatically open to the current month. To change to a previous month select from the drop down shown below.
To enter Vacation, Sick, or Other Time Charges.

- Double click on the day you wish to enter the accrual charge. From the pop up box (shown on the next page), you will enter appropriate accruals.
View of Sub-Menu Produced by Clicking on Individual Calendar Dates

- The pop up opens up a single day request (shown on the left). To enter a date range, select the Show Multi Day button shown on the right (shown on next screen). Enter the increment (increments of .25 days only) in the field which you want to charge, then select Save. Once saved, the accrual charge will appear on your time record.
Multiple Day Leave

Reminders:

- Charge accruals can not span across multiple months.

- If a holiday falls within a time charged, a separate entry must be submitted, excluding the holiday.
Other features on the Time Record

- Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
- Holiday Time Worked – Holiday/Floaters that fall within the month. These dates are preset by your campus calendar.
- View Holidays – list of all holiday/floaters that have been earned, charged and expiration date.
- PDF Report - Printable time record.

<table>
<thead>
<tr>
<th>Time Charged</th>
<th>Double-click a day to add or update an Accrual Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 2012</strong></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

• S - Saved Time Off Request
• P - Pending Time Off Request
• A - Approved Time Off Request

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)
Certify and Submit to Supervisor

- When time record is complete, either certify and submit to supervisor or save time record to submit at a later time.
- To send to your Supervisor, click on the “I Certify” box and select Submit to Supervisor
- NOTE: You will receive the pop up message if you navigate away from your time record in which changes were made and was not save or submit to their supervisor.

```
<table>
<thead>
<tr>
<th>Time Charged</th>
<th>January 2012</th>
<th>Double-click a day to add or update an Accrual Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sunday</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>New Year's Day</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Martin Luther King Day</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>
```

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

```
<table>
<thead>
<tr>
<th>Time Record Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>[No Comments]</td>
</tr>
<tr>
<td>Additional Comments:</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Holiday Time Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Name</td>
</tr>
<tr>
<td>New Year's Day</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
</tr>
</tbody>
</table>
```

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

I certify that this time report represents a correct accounting for the specified period.
Faculty Time Record

• Faculty employees are able to certify and submit their time records directly from their summary page (shown below), if there are no charges within the month. You will only be able to submit one time record (the earliest working one) at a time.

• To submit with no time charged, simply click “I certify” box and then submit. Once submitted, it will go into Submitted/Pending status until approved by supervisor.

• To charge time, select “Charge Time/View Calendar” to be brought into your time record calendar as shown above and follow previous instructions.
Request Time Off

For prior approval for time off, click on the Request Time Off link highlighted below. Then double click on the day you wish to request off on the calendar.
The pop up opens up a single day request (shown on the left). To enter a date range, select the Show Multi Day button shown on the right. Enter the increment (increment of .25 days only) and accrual you wish to charge and click save.
Once the request has been saved, it will appear on the calendar under the Previously Submitted Leave Request along with the status (Saved, Pending and Approved). To submit request to your Supervisor, select the radio button and click Submit to Supervisor. Once submitted, the request will appear on the monthly time record.

Reminders:

- The status of your request will also appear in parenthesis on your monthly time record (S, P, A).
- If you need to change a time off request and it has not been approved by your supervisor, you must currently be on your Time Off Request calendar and double clicking on the day to update.
- To delete a previously submitted leave request, simply select the radio button next to the associated request and then click delete.
- Employees will be unable to submit a time record with pending time off request.
- Time off requests can not span across multiple months.
- If a holiday falls within a time off request, a separate entry must be submitted, excluding the holiday.
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.
CONGRATULATIONS!

- For those of you without direct reports, once you have entered your current Time and Attendance Information, you have successfully completed the training session.
- Step by Step instructions are also available for your use.
- Supervisors, there are a few more slides about the process for approving time records and/or time off requests for your employees.
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 and/or Time Off Requests.
4) Select “Approve,” “Deny,” or even “Postpone”
5) Select “Submit”
Sign in to SUNY at:
http://www.suny.edu/time

- 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:
Then, click on “Time and Attendance” Tab to get into your time record.

<table>
<thead>
<tr>
<th>Employment Roles</th>
<th>Status</th>
<th>Role Type</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Regular State Employee</td>
<td>12/06/2001 - [No End Date]</td>
</tr>
</tbody>
</table>

Displaying single result.
• Click on “Work Roster,” to view the pending time records and/or time off request, of your employees.
1) View employee’s electronic time record
2) Determine an action (Approve, Deny, or Postpone)
   **Denied action requires comments for the employee’s information.**
3) Then, “Submit”
4) 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.

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**Supervisor Pending Approvals Roster**

**Supervisor (Designee): Jane Doe (00001)**

### Pending Time Records Approvals

<table>
<thead>
<tr>
<th>Employee</th>
<th>Neg. Unit</th>
<th>Accrual Period</th>
<th>Time Charged</th>
<th>Other Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Adams</td>
<td>00003</td>
<td>September 2012</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Lisa Clark</td>
<td>00004</td>
<td>October 2012</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Mike Smith</td>
<td>00002</td>
<td>August 2012</td>
<td>6.25</td>
<td>1.25</td>
</tr>
</tbody>
</table>

### Pending Leave Requests

[No pending leave requests.]

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**Employee Roster**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Next Timesheet Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Adams</td>
<td>Personnel Associate</td>
<td>09/01/2012</td>
<td></td>
</tr>
<tr>
<td>Lisa Clark</td>
<td>Personnel Associate</td>
<td>08/01/2012</td>
<td></td>
</tr>
<tr>
<td>Mike Smith</td>
<td>Personnel Associate</td>
<td>09/01/2012</td>
<td></td>
</tr>
</tbody>
</table>

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4) Denotes supervisor
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.