Time and Attendance System
Supervisors of Unclassified Staff
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.
• 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.
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.