



The State University
of New York

Time and Attendance System for Classified Service Employees



Overview of Time and Attendance System (TAS) For Classified Service Employees

- 1) Sign –in to SUNY HR Time and Attendance using existing User ID and password (single sign-on)
- 2) Select an Accrual Period (Pay period)
- 3) Enter Time In and Time Out for each day worked.
- 4) Enter and submit Request Time Off to charge accruals within the pay period (vacation, sick, etc).
- 5) Certify and Submit Time Record to your Supervisor.
- 6) Sign-out of SUNY Browser and Close



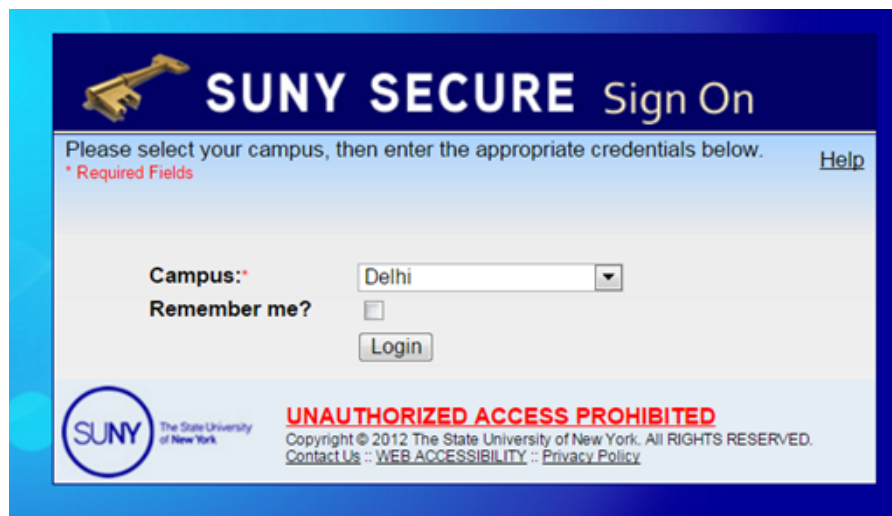
First-time System Sign-in Information

- For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your campus) and your date of birth (DD/MM/YYYY).
- Once you complete this security procedure, you will not need to verify your information.

Sign in to SUNY at:
<http://www.suny.edu/time>

Bookmark

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

The image shows a screenshot of the SUNY SECURE Sign On page. At the top left is a key icon. The title "SUNY SECURE Sign On" is in large white letters on a dark blue background. Below the title, it says "Please select your campus, then enter the appropriate credentials below." and "Required Fields" in red. There is a "Campus:" label, a dropdown menu showing "Delhi", a "Remember me?" checkbox, and a "Login" button. At the bottom left is the SUNY logo. At the bottom right, it says "UNAUTHORIZED ACCESS PROHIBITED" in red, followed by "Copyright © 2012 The State University of New York. All RIGHTS RESERVED." and "Contact Us :: WEB ACCESSIBILITY :: Privacy Policy".

SUNY SECURE Sign On

Please select your campus, then enter the appropriate credentials below. [Help](#)

* Required Fields

Campus:* Delhi

Remember me? ☐

Login


UNAUTHORIZED ACCESS PROHIBITED

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User ID and
Password



Once logged into TAS, the home page will be displayed. This includes employee information and employment roles. To begin using TAS, click on “Time and Attendance” tab.

 **SUNY SECURE**

[Home](#)

The State University of New York | Time & Attendance

Menu

Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

Name: Classified Test

Suny ID: 38554

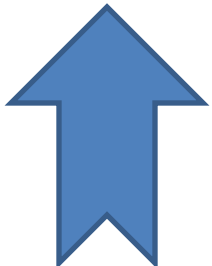
Local Campus ID:

Employment Roles

	Status	Role Type	Effective Dates
<input checked="" type="radio"/>	Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

Time and Attendance



Time record:

Time and Attendance Record for
Jane Doe (12345)

Employee Info | Time Record | History | Request Time Off | Work Schedule | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster

Campus: 28650 Department: 853010: System Administration Human Resources Supervisor: John Smith

Employee Time Record for May 21 - June 3, 2015

Notes: 05/25/2015 is Memorial Day* As submitted at 2:41:17 PM

Accrual Period: 05 ~ May 21 - Jun 3, 2015 ~ Working [Change Period](#)

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours				On Call	Mdt	Stand By	Tardy Min	Summary				Time Charged (Hours)												
	In	Out	In	Out					Wrk	Chg	Tot	Reg	CT	OT	Ann	SL	FSL	SL Schd	PL	DRL	CT	Holi	VRW	Lost	NoChg
Thu 5/21								0	0	0	0	0	0	0	0										
Fri 5/22								0	0	0	0	0	0	0	0										
Sat 5/23								0	0	0	0	0	0	0	0										
Sun 5/24								0	0	0	0	0	0	0	0										
Mon 5/25								0	0	0	7.5	7.5	0	0	0							7.5			
Tue 5/26								0	0	0	0	0	0	0	0										
Wed 5/27								0	0	0	0	0	0	0	0										
Week 1 Totals								0	7.5	7.5	0	0	0	0	0	0	0	0	0	0	7.5	0	0	0	0
Thu 5/28								0	0	0	0	0	0	0	0										
Fri 5/29								0	0	0	0	0	0	0	0										

Enter Time in and out in fields.

Time record will automatically open to the current pay period in which you have been set up to being entering. To change pay periods, select from the drop down shown below and click change period.

Enter time in and time out in the fields indicated below with time worked each day. Enter A for AM and P for PM. Military time is also accepted.

If you need additional fields, please click on the first (+) button. This will open up more time in and out fields on the particular day.

If employee works overtime, please indicate whether it was mandatory overtime by selecting the box under the Mdt OT column.

To enter time for on-call (recall), please click on the (+) button under the on-call column and enter time worked.

Once time worked has been entered, TAS will calculate the time worked within the summary columns (worked, charged, total, regular, comp time and overtime).

Time charged hours are only displayed on the time record once the time off request has been approved by the supervisor (highlighted in yellow). To charge accruals, employees must submit a time off request to their supervisors. See Time off Request section.

If an employee has pending time off request, the date of the request will appear on the time record in red with a note displayed at the top of the time record, indicating your pending request.

*** You have pending time off requests on these days. Please refer to the details at the bottom of the page.**

Employee Time Record for February 26 - March 11, 2015

Accrual Period: 25 ~ Feb 26 - Mar 11, 2015 ~ Working [Change Period](#)

Accrual Type: NU03 - Operational Services - 40 HR OBL Scheduled Hours: 80.0

Date	Record hours				On Call	Mdt	Stand By	Tardy Min	Summary				Time Charged (Hours)												
	In	Out	In	Out					Wrk	Chg	Tot	Reg	CT	OT	Ann	SL	FSL	SL Schd	PL	DRL	CT	Holi	VRW	Lost	NoChg
*Thu 2/26								0	0	0	0	0	0	0	0										
*Fri 2/27								0	0	0	0	0	0	0	0										
Sat 2/28								0	0	0	0	0	0	0	0										
Sun 3/1								0	0	0	0	0	0	0	0										
Mon 3/2								0	0	0	0	0	0	0	0										
Tue 3/3								0	0	0	0	0	0	0	0										
Wed 3/4								0	0	0	0	0	0	0	0										



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.
- Paid Hours – total number of hours entered within the pay period for each pay type (Holiday, Overtime, Extra Time, Lost Time, Standby)
- Accrual Balances – summary of accrual balances for each accrual type and any amount charged within the pay period.
- View Holidays – list of all holiday/floaters that have been earned, charged and expiration date.
- PDF Report - Printable time record.
- Existing Time off Requests will be displayed.
- Audit Details of when time records have been submitted and action has been taken.

Comments

Time Record Comments

[No Comments.]

Additional Comments:
.....

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
LostTime	0
Standby	0

Accrual Balances

All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
Sub-Total	46.75	214.75	0.0	0.0	0.0	0.0	0.0	0	-7.5	0
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ending	46.75	214.75	0.0	0.0	0.0	0	0.0	0	0	0.0

☐ I certify that this time report represents a correct accounting for the specified period.

Save Time Record

Submit To Supervisor

Approve

Deny

View Holidays

PDF Report

Existing Time Off Requests

Nothing found to display.

Audit Details

Nothing found to display.

View Holidays and PDF Report

Accrual Balances

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.

Time Record Comments

[No Comments.]

Additional Comments:

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
LostTime	0
Standby	0

Accrual Balances

All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
Sub-Total	46.75	214.75	0.0	0.0	0.0	0.0	0.0	0	-7.5	0
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ending	46.75	214.75	0.0	0.0	0.0	0	0.0	0	0	0.0

☐ I certify that this time report represents a correct accounting for the specified period

Save Time Record
Submit To Supervisor
Approve
Deny

View Holidays
PDF Report

Existing Time Off Requests

Nothing found to display.

Audit Details

Nothing found to display.



To Enter Time off Requests:

- 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.
- Before completing a time off request for Holiday Comp- please go to "View Holidays" and select the type of holiday that expires first (Float vs. Regular)

Time Off Request									
Entitlement Balances									
Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	Floater	Holiday Regular	40+ (2)
Current	40.25	207.25	0	0	0	0	0	0	0
Post-Request* (on 05/22/15)	44.00	211.00	0.0	0.0	0.0	0.0	0.0	0.0	0

* - Estimated Pst-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Existing Time Off Requests							Click a day to add or update a Leave Request
May 2015							<< Year < Month Today Month > Year >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
3	4	5 1 - Vacation Leave (A)	6	7 Pay period start	8		
10	11	12 2.5 - Sick Leave (P)	13	14	15		
17	18	19	20	21 Pay period start	22	23	
24	25 Memorial Day	26	27	28	29	30	
31							

Double click on
the day to enter
charges.

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



Time Off Request – continued

- 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 hours only) in the accrual type you want to charge, then select Save or Save and Submit. Once approved, the accrual charge will appear on your time record.

Time Off Request

As submitted at 11:22:46 AM

Notes:

- Please enter comments if charging less than a full day

Single Day Leave (using quarter units)

Single Day

Multi-Day

Show Multi-Day

From Date:

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Deficit Reduction:

Lost Time:

Military Leave:

Non-Chargeable:

Non-Chargeable Type:

Personal:

Compensatory:

Adjustment Reason:

Comments (x) :

0

0

0

0

0

0

0

0

0

0

Administrative Leave

0

0

Select ...

Save

Save And Submit

Cancel

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



Multiple Day Time off Request:

Time Off Request	
Notes: As submitted at 11:25:58 AM • Please enter comments if charging less than a full day."	
Multiple Day Leave (using quarter units) Show Single-Day	
From Date:	05/08/2015
* To Date (2) :	<input type="text"/> (mm/dd/yyyy)
* Charge Per Day:	<input type="text" value="1"/>
* Accrual/Leave Type:	Select ... ▼
Adjustment Reason:	Select ... ▼
Comments (j) :	<input type="text"/>

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

|
 |

Enter the increment (increments of .25 hours only) in the accrual type you wish to charge, then select Save or Save and Submit.

- ❖ Save – will allow employees to enter the time off request but not submit the request to the supervisor
- ❖ Save and Submit – allows employees to save and submit the request all at once to the supervisor.

Reminders:

- ❖ Pending Time off Request - the date of the request will appear on the time record in red with a note displayed at the top of the time record, indicating your pending request (see screen print under time record).
- ❖ Approved Time off Request – will appear under the time charged section of the time record (see screen print under time record).
- ❖ Charge accruals can not span across multiple pay period.
- ❖ If a holiday falls within a time charged, a separate entry must be submitted, excluding the holiday.

Status of Time off Requests:

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	Holiday	40+ (2)
Current	40.25	207.25	0	0	0	0	0	0
Post-Request* (on 05/22/15)	44.00	211.00	0.0	0.0	0.0	0.0	0.0	0

* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Existing Time Off Requests

Click a day to add or update a Leave Request

May 2015

[<< Year](#)
[< Month](#)
[Today](#)
[Month >](#)
[Year >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 1 - Vacation Leave (A)	6	7 Pay period start	8	9
10	11	12 2.5 - Vacation Leave (P)	13	14	15	16
17	18 2.5 - Vacation Leave (P)	19	20	21 Pay period start	22	23
24	25 Memorial Day 7.5 - Holiday Comp Leave	26 0.5 - Vacation Leave (P)	27	28	29	30
31						

• S - Saved Time Off Request

• P - Pending Time Off Request

• A - Approved Time Off Request

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Actions		
				Yes	No				Submit	Withdraw	Approve
Pending	05/26/2015	0.5	Vacation Leave				05/26/2015				
Pending	05/18/2015	2.5	Vacation Leave				05/18/2015				
Pending	05/12/2015	2.5	Vacation Leave				05/15/2015				
Approved	05/05/2015	1	Vacation Leave				05/05/2015	05/06/2015			

Submit Actions
Reset

Reminders:

- ❖ Once the request has been saved or save/submit, it will appear on the calendar and under the Previously Submitted Leave Request along with the status (Saved, Pending and Approved). If you have not submitted the request to your Supervisor, select the radio button and click Submit Action. Once approved, the request will appear on the corresponding time record.
- ❖ The status of your request will also appear in parenthesis on your monthly time record (S, P, A).
- ❖ To withdraw a previously submitted leave request that has not been approved by the supervisor, simply select the withdraw radio button next to the associated request and then click Submit Actions.
- ❖ Employees will have the ability to submit a time record with pending time off request.
- ❖ Time off requests can not span across multiple pay periods.
- ❖ If a holiday falls within a time off request, a separate entry must be submitted, excluding the holiday.



The State University
of New York

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.

SUNY SECURE

Welcome: Campus: Return to Portal **Sign Off**

The State University of New York | Time & Attendance

Home

Menu Friday, November 14, 2014 • 3:19:13 PM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

Time and Attendance Record for
Jane Doe (00001)

Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster

Campus: 28650 Supervisor: John Smith
Department: 853005: University-wide Human Resources

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.