



The State University  
of New York

# **Time and Attendance System for Student Employees**



## Overview of Time and Attendance System (TAS) For Student Employees

- 1) Sign –in to SUNY HR Time and Attendance using your existing Delhi user ID and password (same as your e-mail and computer sign on).
- 2) Select an Accrual Period (Pay Period)
- 3) Enter Time In and Time Out for each day worked. Be sure to indicate AM or PM (your record will default to AM if you don't make a selection).
- 4) Certify and Submit Time Record to your Supervisor.
- 5) Sign-out of SUNY Browser and Close



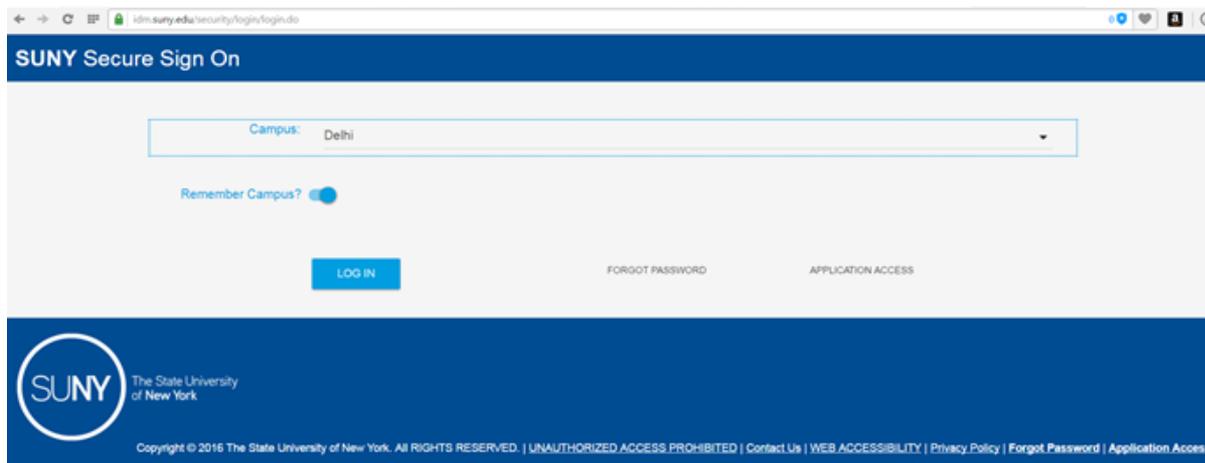
## First-time System Sign-in Information

- 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 supervisor, this is not the same as your 800#) 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>



- 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:**



SUNY Secure Sign On

Campus: Delhi

Remember Campus?

LOG IN FORGOT PASSWORD APPLICATION ACCESS

SUNY The State University of New York

Copyright © 2016 The State University of New York. All RIGHTS RESERVED. | UNAUTHORIZED ACCESS PROHIBITED | Contact Us | WEB ACCESSIBILITY | Privacy Policy | Forgot Password | Application Access





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**

# The State University of New York | Time & Attendance

[Home](#)

**Menu**

Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

**Name:** Classified Test

**Suny ID:** 38554

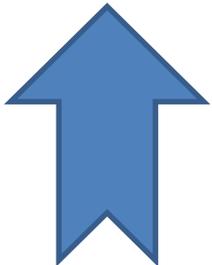
**Local Campus ID:**

## 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:

**Hourly Time Record**

Please select a commitment to view the time record

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="radio"/>	17	rec sports	05/20/2016 - 08/27/2016	9000870000	10.00	Biology	Jane Smith	
<input type="radio"/>	18	rec sports	05/20/2016 - 08/27/2016	9000870000	13.75	English	Joe Murphy	

**Accrual Period**

05/19/2016 ~ 06/01/2016 ~ New

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

**Hourly Time Record for 05/20/2016 - 06/01/2016 - Duties :**

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Fri	5/20								0.00
Sat	5/21								0.00
Sun	5/22								0.00
Mon	5/23								0.00
Tue	5/24								0.00
Wed	5/25								0.00
<b>Week 1 Totals</b>									<b>0.00</b>
Thu	5/26								0.00
Fri	5/27								0.00
Sat	5/28								0.00
Sun	5/29								0.00
Mon	5/30								0.00
Tue	5/31								0.00
Wed	6/1								0.00
<b>Week 2 Totals</b>									<b>0.00</b>
<b>Total Hours</b>									<b>0.00</b>
<b>Hourly Rate</b>									<b>10</b>
<b>Total Amounts</b>									<b>0.00</b>

**Time Record Comments**

[No Comments]

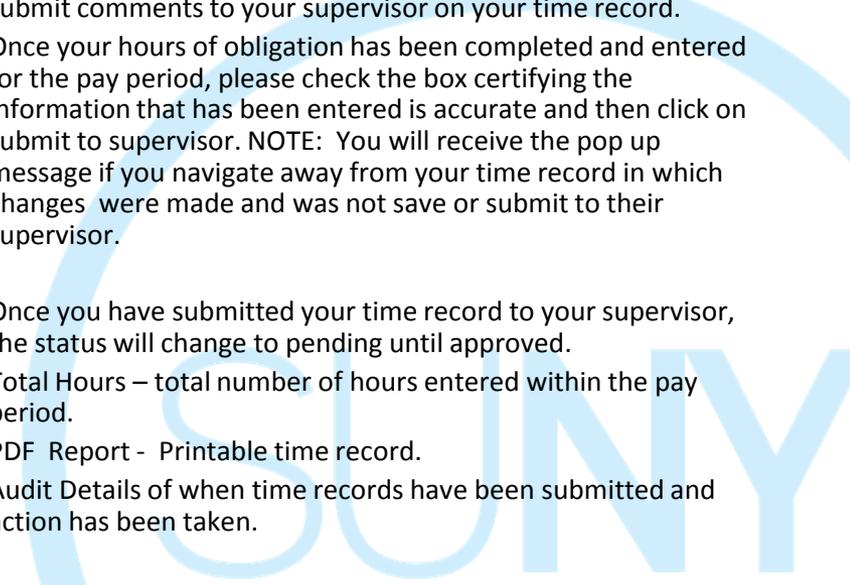
Additional Comments:

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

ual  
riod

Enter  
Time in  
and  
out in  
fields

1. If you have multiple commitments, please select commitment stack with appropriate department, supervisor and rate in which you need to enter time worked.
2. Then select the accrual period in which you will be entering your time for. Accrual period status:
  - New – new time record
  - Working – working on time record
  - Pending – submitted to supervisor and awaiting action.
  - Approved – supervisor approved time record
  - Denied – supervisor denied time record
3. Enter the accurate time in/out per day, multiple times a day if needed. Please enter “A” for AM and “P” for PM. . Click on Save Time Record after each entry.
4. Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
5. Once your hours of obligation has been completed and entered for the pay period, please check the box certifying the information that has been entered is accurate and then click on 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.
6. Once you have submitted your time record to your supervisor, the status will change to pending until approved.
7. Total Hours – total number of hours entered within the pay period.
8. PDF Report - Printable time record.
9. Audit Details of when time records have been submitted and action has been taken.





# Warning/Error messages within TAS:

## Warning & Error Messages:

### Warnings:

- Total work hours across duties exceed 20 hours
- Total work hours across duties exceed 29 hours
- A break in work hours is required if a work day is longer than 6 hours continuously.
- You have entered only time in for one or more work period(s). Please enter corresponding time out before submitting the time sheet.
- You cannot approve an incomplete timesheet. In one or more of the work period(s), only time-in is entered (for supervisor only).
- You cannot approve or deny an empty timesheet (for supervisor only).
- Payments with overlapping dates exists in this pay period.
- Total payment amount (\$) is close to or exceed the award amount (TAS Payment Roster only).

### Errors:

- The fiscal year associated with this timesheet has ended. Please contact your HR Department for payroll processing (for student only).
- Please deny this timesheet. The fiscal year associated with the timesheet has ended. Student employee must contact HR Department for payroll processing (for supervisor only).



# Notifications:

- If a supervisor does not take action on the employee's time record within the timeframe specified by the campus, the time record will be moved up to the supervisor's supervisor.
- If the time record is denied by either the supervisor or by the payroll department from the TAS Payment Roster:

*Your Time Record has been disapproved. Please log in to review the denial comments.*



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## 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**

Home The State University of New York | Time & Attendance

Menu Friday, October 14, 2011 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!

- Timesheets are due every Friday after the end of the pay period
- When you submit your timesheet on-time, you will be paid 3 weeks after the last date of the pay period.

## Example:

Pay Period

2/23/2017 to 3/8/2017

Check Date

3/30/2017

A large, light blue watermark of the SUNY logo is visible in the bottom right corner of the slide.