

# Time and Attendance System Supervisors of Unclassified Staff

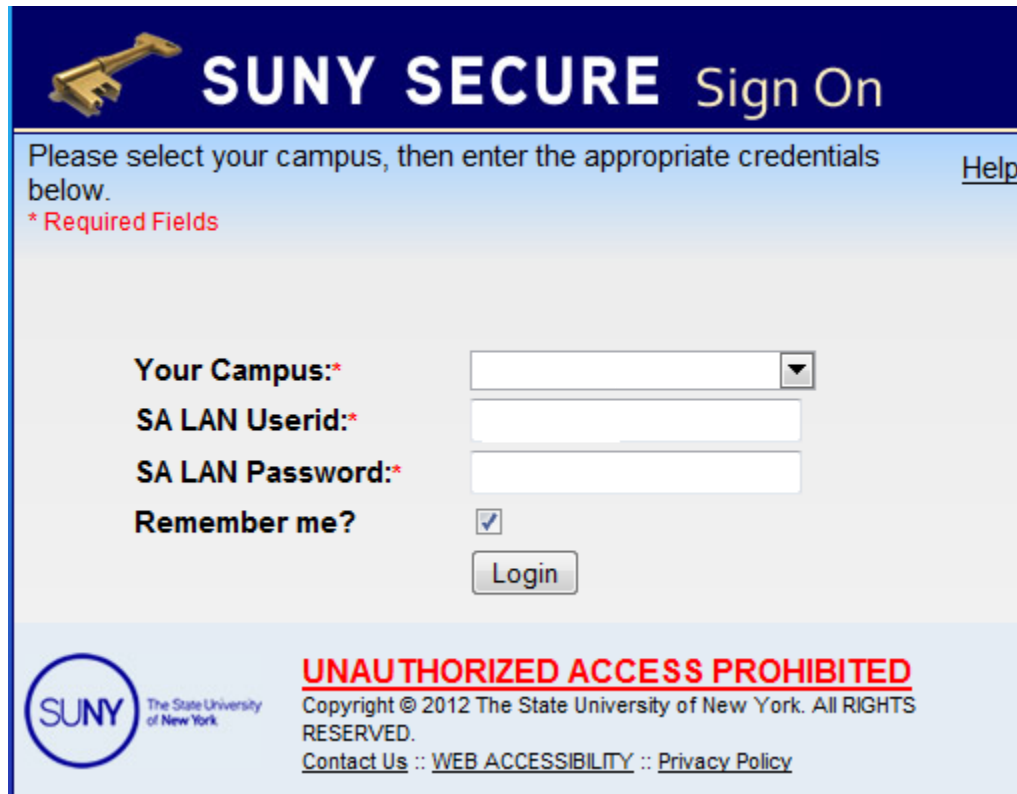
# **Overview of Monthly Time and Attendance Process – For Supervisors**

- 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>**

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:**



The screenshot shows the SUNY SECURE Sign On page. At the top, there is a dark blue header with a gold key icon and the text "SUNY SECURE Sign On". Below the header, a light blue box contains the instruction "Please select your campus, then enter the appropriate credentials below." and a "Help" link. A red asterisk indicates required fields. The form includes a dropdown menu for "Your Campus:", text input fields for "SA LAN Userid:" and "SA LAN Password:", and a checkbox for "Remember me?". A "Login" button is positioned below the checkbox. At the bottom, the SUNY logo is on the left, and a red banner reads "UNAUTHORIZED ACCESS PROHIBITED". Below this, copyright information and links for "Contact Us", "WEB ACCESSIBILITY", and "Privacy Policy" are provided.

**SUNY SECURE Sign On**

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

\* Required Fields

Your Campus:\*

SA LAN Userid:\*

SA LAN Password:\*

Remember me? ☒

Login


**UNAUTHORIZED ACCESS PROHIBITED**

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[Contact Us](#) :: [WEB ACCESSIBILITY](#) :: [Privacy Policy](#)

Suny ID and  
Password

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

 **SUNY SECURE**    Welcome:  Campus:     [Return to Employee Portal](#)    [Sign Off](#)

[Home](#)    **The State University of New York | Time & Attendance**

**Menu**    Friday, December 14, 2012 • 2:41:21 PM

**TAS Home**

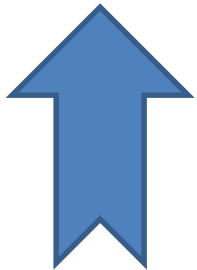
**Name:** Jane Doe    **Suny ID:** 000001  
**Local Campus ID:**

**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**    [View Paycheck](#)



- Click on “Work Roster,” to view the pending time records and/or time off request, of your employees.

[Menu](#)

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Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | [Supervisor](#) | [Approver: Work Roster](#) | [Facilitator: Search](#) | [Work Roster](#) | [Campus Rules](#)

Supervisor: [Doe \(00001\)](#)

### Pending Time Records Approvals

Employee	Neg. Unit	Request Date	Vacation	Time Charged				Time Unit	Approval		
				Sick	Holiday	Other	Approve		Deny	Postpone	
James Adams (00003) <a href="#">[ Details ]</a> <a href="#">[ History ]</a>	13	September 2012	2	0	0	0.25	Days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lisa Clark (00004) <a href="#">[ Details ]</a> <a href="#">[ History ]</a>	13	October 2012	0	0	0	0	Days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mike Smith (00002) <a href="#">[ Details ]</a> <a href="#">[ History ]</a>	13	August 2012	6.25	1.25	0	0	Days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

### Pending Leave Requests

[No Pending Leave Requests.]

[Submit](#) | [Reset](#)

Employee Roster				
Current Employees				
Employee	Title	Next Timesheet Date	Actions	
James Adams (00003)	Personnel Associate	09/01/2012	<a href="#">[ Employee Info ]</a>	<a href="#">[ Time Record ]</a> <a href="#">[ History ]</a> <a href="#">[ Work Schedule ]</a>
Lisa Clark (00004)	Personnel Associate	08/01/2012	<a href="#">[ Employee Info ]</a>	<a href="#">[ Time Record ]</a> <a href="#">[ History ]</a> <a href="#">[ Work Schedule ]</a>
Mike Smith (00002)	Personnel Associate	09/01/2012	<a href="#">[ Employee Info ]</a>	<a href="#">[ Time Record ]</a> <a href="#">[ History ]</a> <a href="#">[ Work Schedule ]</a>

- 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.

**Supervisor Pending Approvals Roster**

Supervisor(Designee): Jane Doe (00001)

**Pending Time Records Approvals**

Employee	Neg. Unit	Accrual Period	Time Charged				Days	Approval		
			Vacation	Sick	Holiday	Other		Approve	Deny	Postpone
James Adams (00003) <a href="#">[Details]</a> <a href="#">[History]</a>		September 2012	2	0				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lisa Clark (00004) <a href="#">[Details]</a> <a href="#">[History]</a>		October 2012	0	0				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mike Smith (00002) <a href="#">[Details]</a> <a href="#">[History]</a>	13	August 2012	6.25	1.25	0	0	Days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1) View Details or History of Time Record

2) Required action

**Pending Leave Requests**  
 [No Pending Leave Requests.]

Submit

Reset

3) Submit

**Employee Roster**

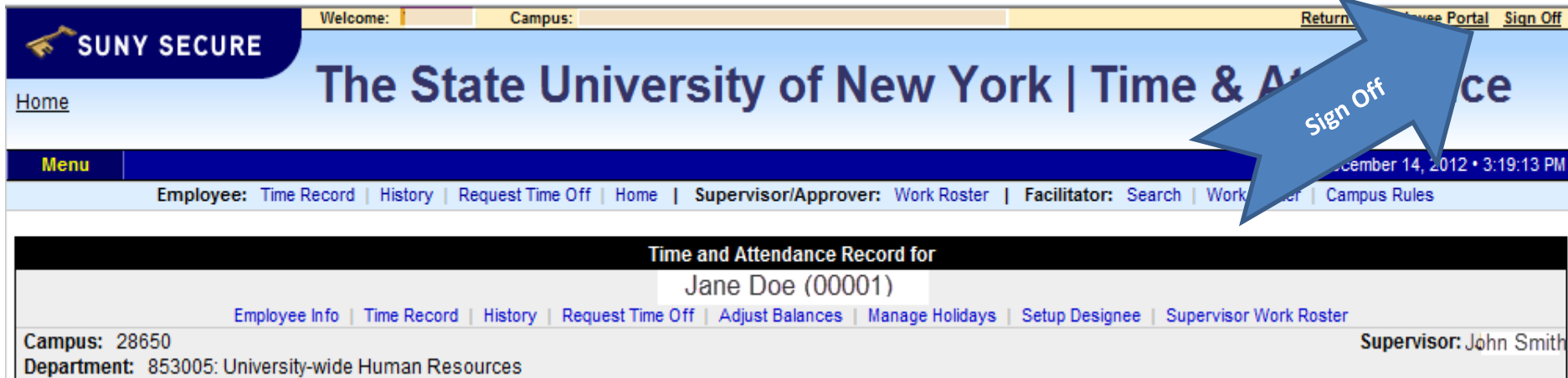
**Current Employees**

Employee	Title	Next Timesheet Date	Actions
James Adams (00003)	Personnel Associate	09/01/2012	<a href="#">[Employee Info]</a> <a href="#">[Time Record]</a> <a href="#">[History]</a> <a href="#">[Work Schedule]</a>
Lisa Clark (00004)	Personnel Associate	08/01/2012	<a href="#">[Employee Info]</a> <a href="#">[Time Record]</a> <a href="#">[History]</a> <a href="#">[Work Schedule]</a>
Mike Smith (00002)	Personnel Associate	09/01/2012	<a href="#">[Employee Info]</a> <a href="#">[Time Record]</a> <a href="#">[History]</a> <a href="#">[Work Schedule]</a>

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.



The screenshot displays the SUNY Secure web application interface. At the top, a yellow banner contains the text "Welcome:" and "Campus:". To the right of this banner are links for "Return", "Employee Portal", and "Sign Off". Below the banner, a blue header bar features the "SUNY SECURE" logo on the left and the text "The State University of New York | Time & Attendance" in the center. A "Home" link is visible on the far left. Below the header, a dark blue navigation bar contains a "Menu" button and a date/time stamp: "December 14, 2012 • 3:19:13 PM". Below this, a light blue navigation bar lists various links: "Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules". A large blue arrow with the text "Sign Off" points to the "Sign Off" link in the top right corner. Below the navigation bars, a black header bar reads "Time and Attendance Record for". Below this, a white box contains the name "Jane Doe (00001)". Below the white box, a light blue bar lists links: "Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster". At the bottom, a white bar displays "Campus: 28650" and "Department: 853005: University-wide Human Resources" on the left, and "Supervisor: John Smith" on the right.

**SUNY SECURE**

Welcome: Campus:

[Return](#) [Employee Portal](#) [Sign Off](#)

[Home](#) The State University of New York | Time & Attendance

**Menu** December 14, 2012 • 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

# 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.