



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, [www.suny.edu/hrportal](http://www.suny.edu/hrportal)
- 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



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## 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.

A large, light blue, semi-transparent watermark of the SUNY logo is positioned in the bottom right corner of the slide. It features a large circle with the word "SUNY" written across it in a light blue, sans-serif font.

SUNY



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



- 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

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

\* Required Fields

Your Campus:\*

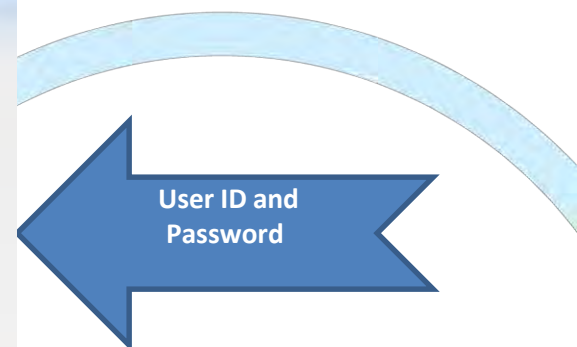
SA LAN Userid:\*

SA LAN Password:\*

Remember me?

Login

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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

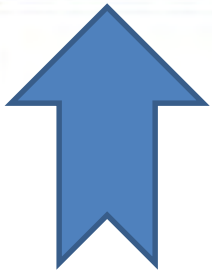

Name:  Suny ID: 38554  
Local Campus ID:

**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**





# 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.



**Time Record Comments**

[No Comments.]

**Additional Comments:**

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

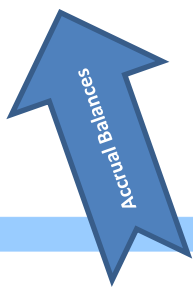
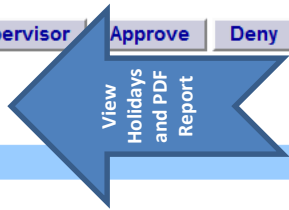
**Accrual Balances** All Values are Hours.

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
<b>Sub-Total</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>-7.5</b>	<b>0</b>
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
<b>Ending</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

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

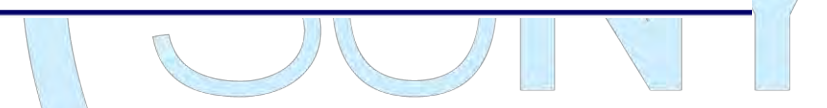
[Save Time Record](#)
[Submit To Supervisor](#)
[Approve](#)
[Deny](#)

[View Holidays](#)
[PDF Report](#)



**Existing Time Off Requests**  
Nothing found to display.

**Audit Details**  
Nothing found to display.



# 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		40+ (2)
								Float	Reg.	
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
<b>Sub-Total</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>-7.5</b>	<b>0</b>
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
<b>Ending</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**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**

Certify

**Existing Time Off Requests**

Nothing found to display.

**Audit Details**

Nothing found to display.





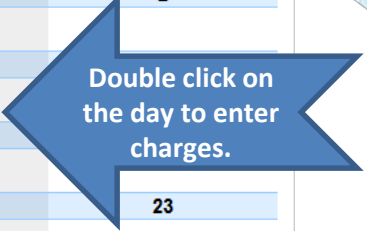
# To Enter Time off Requests:

- 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.

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 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									
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									



- 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.

The screenshot shows a web form titled "Time Off Request". At the top right, it says "As submitted at 11:22:46 AM". Below the title is a "Notes" section with a bullet point: "Please enter comments if charging less than a full day". The main form area is divided into two sections: "Single Day Leave (using quarter units)" on the left and "Multi-Day" on the right. A blue arrow labeled "Single Day" points left from the center, and another blue arrow labeled "Multi-Day" points right from the center. A button labeled "Show Multi-Day" is located in the top right corner of the form area. The form contains several input fields for different types of leave: Vacation, Sick, Family Sick, Holiday, Floater, Voluntary Work Reduction, Deficit Reduction, Lost Time, Military Leave, Non-Chargeable, Non-Chargeable Type (set to Administrative Leave), Personal, Compensatory, and Adjustment Reason. A "Comments" field is at the bottom. At the very bottom of the page, there are three buttons: "Save", "Save And Submit", and "Cancel". A note at the bottom left states: "(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) :  (mm/dd/yyyy)

\* Charge Per Day:

\* Accrual/Leave Type:

Adjustment Reason:

Comments (3) :

[Save](#) | [Save And Submit](#) | [Cancel](#)

(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	Floater	Regular		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 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 <small>1 - Vacation Leave (A)</small>	6	7 <small>Pay period start</small>	8	9
10	11	12 <small>2.5 - Vacation Leave (P)</small>	13	14	15	16
17	18 <small>2.5 - Vacation Leave (P)</small>	19	20	21 <small>Pay period start</small>	22	23
24	25 <small>Memorial Day 7.5 - Holiday Comp Leave</small>	26 <small>0.5 - Vacation Leave (P)</small>	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		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	05/18/2015	2.5	Vacation Leave				05/18/2015		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	05/12/2015	2.5	Vacation Leave				05/15/2015		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approved	05/05/2015	1	Vacation Leave				05/05/2015	05/06/2015	<input type="radio"/>		

[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.





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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, 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

(SUNY)



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# 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.

A large, light blue, semi-transparent watermark of the SUNY logo is positioned in the bottom right corner of the slide. It consists of a large arc on the left and the letters "SUNY" in a bold, sans-serif font to its right.

SUNY





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# Time and Attendance System (TAS)

**Supervisors**  
Step-by-Step



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# 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”

A large, light blue, semi-transparent watermark of the SUNY logo is positioned in the bottom right corner of the slide. It features the word "SUNY" in a large, outlined, sans-serif font, partially enclosed by a light blue arc.

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:**



 **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

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Suny ID and  
Password

UNY



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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

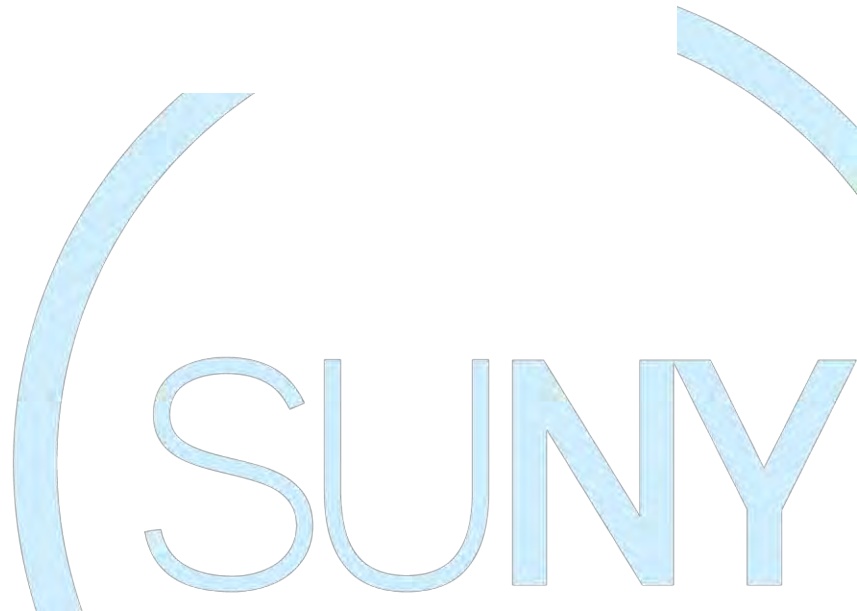
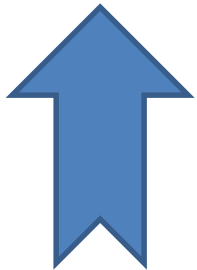
**Name:** Jane Doe **Suny ID:** 000001  
**Local Campus ID:**

**Employment Roles**

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

Displaying single result.

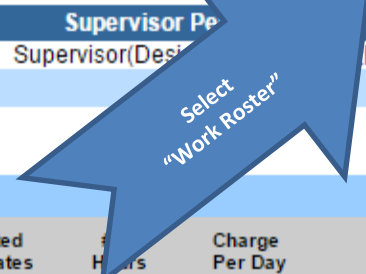
**Time and Attendance** [View Paycheck](#)





# Supervisor Work Roster:

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



## Supervisor Pending Leave Requests Roster

Supervisor(Designation) [Name] (45678)

Notes: As submitted at 9:20:13 AM

- Time records must be approved in chronological order."

### Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	Hours	Charge Per Day	Charge Type	Scheduled?		Post-Request Balance*	Approval		
						Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5	2.5 Hours	Vacation Leave			44.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5	2.5 Hours	Vacation Leave			41.75	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5	0.5 Hours	Vacation Leave			45.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

\* - 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.

### Pending Time Records Approvals

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jane Doe (12345) <a href="#">[Details]</a> <a href="#">[History]</a>	02	04/23/2015 - 05/06/2015	1	0	0	0
James Long (67891) <a href="#">[Details]</a> <a href="#">[History]</a>	02	05/07/2015 - 05/20/2015	0	0	0	0

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

## Employee Roster

### Current Employees

Employee	Title	Next Timesheet Date	Actions
Jane Doe (12345)	Administrative Aide	04/23/2015	<a href="#">[Employee Info]</a>   <a href="#">[Time Record]</a>   <a href="#">[History]</a>   <a href="#">[Request Time Off]</a>   <a href="#">[Work Schedule]</a>



# SUPERVISOR WORK ROSTER (CONTINUED):

## Supervisor Pending Approvals Roster

Supervisor(Designee): John Smith (45678)

As submitted at 9:20:13 AM

### Notes:

- Time records must be approved in chronological order."

### Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Post-Request Balance <sup>a</sup>	Approval		
						Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5					14.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5						<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5					45.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Required action for Time off Request

<sup>a</sup> 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.

### Pending Time Records Approvals

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jane Doe (12345)	02	05/06/2015	1	0	0	0
James Long (67891)	02	05/07/2015 - 05/20/2015	0	0	0	0

View Details or History of Time Record

Submit action for pending Time off Request

### Employee Roster

### Current Employees

Employee	Title	Next Timesheet Date	Actions
Jane Doe (12345)	Administrative Aide	04/23/2015	<a href="#">Employee Info</a>   <a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a>

- 1) Pending Leave request – must be approved before any time records within the same pay period.
- 2) Determine the necessary Action (approve, Deny, or Postpone)
  - \*\*Denied action requires comments for the employee’s Information.
- 3) Then, “Submit”
- 4) Pending Time records – Supervisors must View Employee’s Electronic Time Record by clicking on Details under the employees name. This will bring up the completed time record for the employee.
- 5) Once time record has been reviewed, determine the necessary Action (Approve or Deny)
  - \*\*Denied action requires comments for the employee’s Information.
- 6) 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 WORK ROSTER (CONTINUED):

- 1) TO TAKE ACTION ON A PENDING TIME RECORD ONCE THE SUPERVISOR HAS CLICKED ON DETAILS FROM THE WORK ROSTER AND REVIEWED THE TIME RECORD, PLEASE CLICK APPROVE OR DENY.
- 2) ONCE ACTION HAS BEEN TAKEN, THE PENDING TIME RECORD WILL BE REMOVED FROM THE WORK ROSTER.
- 3) IF APPROVED, THE TIME RECORD WILL CHANGE TO AN APPROVED STATUS UNDER THE ACCRUAL PAY PERIOD DROP DOWN
- 4) IF DENIED, THE TIME RECORD WILL SHOW AS DENIED WITH REQUIRED COMMENTS FOR THE EMPLOYEE TO CORRECT AS NECESSARY AND RESUBMIT TO 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
<b>Sub-Total</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>-7.5</b>	<b>0</b>
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
<b>Ending</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

I certify that this time report represents a correct accounting for the specific 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.



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of New York

# Sign out of the SUNY browser and CLOSE

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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

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# Thank You!

Please contact the Payroll Office at  
878-4124  
with any questions.

