# SUNY Time and Attendance System

## Supervisor’s Guide

UUP and Management Confidential

Human Resource Management
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Sign In

1. Open a web browser (Chrome preferred) and enter https://www.suny.edu/hrportal (URL is case sensitive).
2. Select Buffalo State from the dropdown menu and select Login.
3. Enter your Buffalo State NT Username and Password and select Sign In.

Note: If this is the first time you sign in, you may be asked to verify your first/last name, SUNY ID (contact HRM), and date of birth.
Upon successful login:

1. Select the Time and Attendance icon.
2. Select your Current employment role status
3. Select Time and Attendance.

**Supervisor Work Roster**

To review pending time and attendance records and/or time off requests, select Supervisor Work Roster on the toolbar. A new window will open with an Approvals Roster and an Employee Roster.

The Employee Roster displays the employees that report to you and allows you to view Employee Information, Time Record, History, and Time Off Requests.

**Pending Time and Attendance Records Approvals**

1. Select the radio button for the desired action:
   - Approve
   - Deny – If you deny an employee’s time and attendance record, a comment field will open and you are required to inform the employee why the record was denied.
   - Postpone – Select if you do not wish to take action at this time.

2. Select Submit to electronically send record(s) to Human Resource Management.
Pending Time Off Requests

If your department utilizes this feature:

1. Select the radio button for the desired action:
   - Approve
   - Deny – If you deny an employee’s request for time off, a comment field will open and you are required to inform the employee why the request for denied.
   - Postpone – Select if you do not wish to take action at this time.

2. Select Submit.

E-mail Notifications

E-mail notifications are automatically sent from the time and attendance system nightly for:

- Overdue time and attendance records
- Time Off Request denied or approved
- Time and attendance record disapproved
- Expiring holidays
- Approaching max limit by year end, etc.
- Pending time and attendance records that require your review and action (supervisor)
- One of your employees, who is a supervisor, has expiring time and attendance items that require review and action (supervisor)
The system-generated e-mails are from donotreply@suny.edu. Please be sure it is whitelisted.

*Tip: Set up a monthly reminder on your Outlook calendar to remind you to initiate your timesheet on the first of every month.*

**Change in Supervisor**
If there is a change in supervisor for an employee, please contact Human Resource Management as soon as possible to ensure the proper person receives and processes the time and attendance record.

**Questions**
If you have any questions, please contact Human Resource Management at 878-4822.