



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 existing User ID and password, www.suny.edu/hrportal
- 2) Select an Accrual Period (Pay period).
- 3) Enter Time In and Time Out for each day worked.
- 4) Certify and Submit Time Record to your Supervisor.
- 5) Sign-out of SUNY Browser and Close.

Questions? Contact the Payroll Office at 878-4124.

A large, light blue, semi-transparent watermark of the SUNY logo is positioned in the bottom right corner of the slide. It consists of the word "SUNY" in a large, bold, sans-serif font, with a large, light blue arc above it that partially encircles the letters.



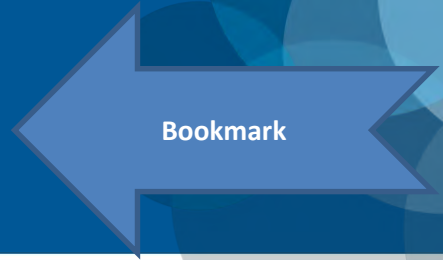
The State University
of New York

First-time System Sign-in Information

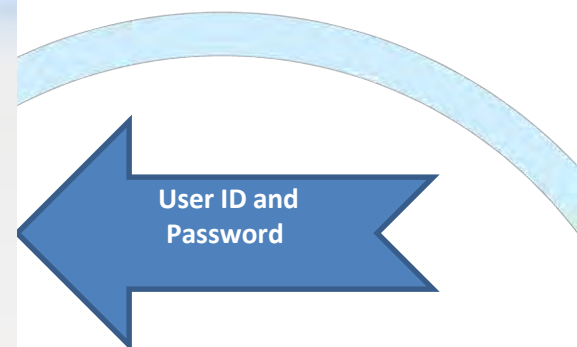
- For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your campus) and your date of birth (DD/MM/YYYY).
- Once you complete this security procedure, you will not need to verify your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

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

SUNY



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:



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” button.

SUNY SECURE

[Home](#)

The State University of New York | Time & Attendance

Menu Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

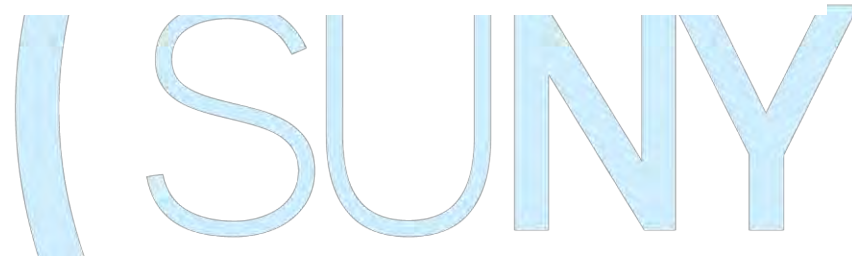
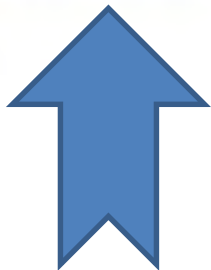
Name: **Suny ID:** 38554
Local Campus ID:

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





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
Week 1 Totals									0.00
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
Week 2 Totals									0.00
Total Hours									0.00
Hourly Rate									10
Total Amounts									0.00

Time Record Comments

[No Comments]

Additional Comments:

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

Save Time Record Submit To Supervisor

Accrual Period

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

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

For the supervisor:

- *You have a pending student time record needing your review and action.*
- 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.

For the student

- 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.*



The State University of New York

Sign out of the SUNY browser and CLOSE

To ensure your privacy and system security, please log off using the “Sign Off” link in the upper right hand corner of your screen.

The screenshot shows the SUNY Time & Attendance system interface. At the top, there is a navigation bar with 'SUNY SECURE' on the left and 'Return to Portal Sign Off' on the right. Below this is a header for 'The State University of New York | Time & Attendance'. A blue arrow labeled 'Sign Off' points to the 'Sign Off' link in the top right corner. Below the header is a menu bar with 'Menu' on the left and 'Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules' on the right. The main content area is titled 'Time and Attendance Record for Jane Doe (00001)'. Below this, there is a sub-menu with 'Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster'. At the bottom, there is a summary bar with 'Campus: 28650', 'Department: 853005: University-wide Human Resources', and 'Supervisor: John Smith'.



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.



The State University
of New York

Time and Attendance System (TAS)

Supervisors Step-by-Step



The State University
of New York

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
- 4) Select “Details” to view employee’s time record.
- 5) Select “Approve” or “Deny”

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 arc above the word "SUNY" in a bold, sans-serif font.

SUNY



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

 **UNAUTHORIZED ACCESS PROHIBITED**
Copyright © 2012 The State University of New York. All RIGHTS RESERVED.
[Contact Us](#) :: [WEB ACCESSIBILITY](#) :: [Privacy Policy](#)



Click on "Time and Attendance" button to access your time record

SUNY SECURE

The State University of New York | Time & Attendance

Home

Menu Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

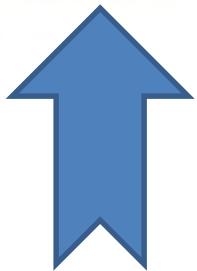
Name: **Suny ID:** 38554
Local Campus ID:

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





Supervisor Work Roster

Menu Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules Friday, July 8, 2016 • 10:15:25 AM

Supervisor Pending Approvals Roster

Supervisor: Joe (12345) As submitted at 10:15:14 AM

Notes:

- Time records must be approved in chronological order*

Pending Leave Requests

[No Pending Leave Requests.]

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

Submit | Reset

Pending Time Records Approvals

Hourly Employee	Neg. Unit	Accrual Period	Hourly Rate	Hours Worked
Joe Smith (987654)		07/01/2016-07/13/2016	9.75	16

[Details] | [History]

Submit | Reset

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
Judith Doe (12345)	Senior Personnel Associate	07/01/2016	[Employee Info] [Time Record] [History] [Request Time Off]

Supervisor Business Desk

Select	Stack	Group Code ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="checkbox"/>	4	1485	07/01/2016 - 06/30/2017	908780000	9.75	4.330 Call Center	BethAnn Lubert	Call Center

Hourly Time Record for 07/01/2016 - 07/13/2016 - Duties : Call Center

Day of Week	Date	Time In	Time Out	Time In	Time Out	Hours
Fri	7/1	08:00a	12:00p			4.00
Sat	7/2					0.00
Sun	7/3					0.00
Mon	7/4	02:00p	04:00p			2.00
Tue	7/5					0.00
Wed	7/6	02:00p	04:00p			2.00
Week 1 Totals						12.00
Thu	7/7	08:00a	12:00p			4.00
Fri	7/8					0.00
Sat	7/9					0.00
Sun	7/10					0.00
Mon	7/11	12:00p	04:00p			4.00
Tue	7/12					0.00
Wed	7/13					0.00
Week 2 Totals						4.00
Total Hours						16.00
Hourly Rate						9.75
Total Amounts						166.90

Time Record Comments

[No Comments.]

Additional Comments:

Approve | Deny

Audit Details

Action Type	Created Date	Created By User	Modified Date	Modified By User
-------------	--------------	-----------------	---------------	------------------

Work Roster

View details or history

Approve or Disapprove

1. Click on Work Roster, to view pending time records for your employees.
2. If you have multiple employees reporting to you in different bargaining units, they will be displayed separately on your work roster for your convenience.
 - Unclassified Employee
 - Classified Employees
 - Hourly Employees
3. Select "Details" under Pending Time Records Approvals to view time record to take action on.
4. Under the Employee Roster, 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.
5. 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.
6. Once action has been taken, the pending time record will be removed from the work roster.
7. If approved, the time record will change to an approved status under the accrual pay period drop down.
8. If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
9. If time record has been approved, the total hours worked will roll into the TAS Payment Roster for the payroll department to audit and send the payment to OSC.



The State University
of New York

Sign out of the SUNY browser and CLOSE

To ensure your privacy and system security, please log off using the “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 | e

Menu | Fri, 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

(SUNNY



The State University
of New York

Thank You!

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

