

SUNY Time and Attendance System Faculty



Getting Started

Before you log in, obtain the following:

- * Buffalo State NT Username and Password
- * SUNY ID (for first time login)
 - * contact Human Resource Management ext. 4822
- * Current attendance record

Process Overview

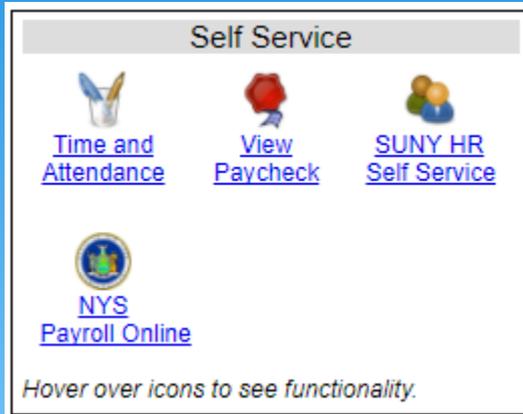
- * Log into SUNY HR and select “Time and Attendance”
- * Select Month
- * Record any sick leave and/or non-chargeable time used
- * Save and certify the record
- * Submit
- * Sign off and close browser

Step by Step

- * Open a web browser (Chrome preferred) and enter www.suny.edu/hrportal (URL is case sensitive).
- * Select Buffalo State from the dropdown menu and select Login.
- * Enter your Buffalo State NT username and password, SUNY ID*, and date of birth

*Contact Human Resources for your SUNY ID. SUNY ID and DOB are required only for your first log in.

Select Time and Attendance



At this portal, you may also:

- View and print your pay statement
- Use the Self Service feature to update your home address, phone numbers, emergency contacts
- Print your W-2
- Change your tax withholdings

Faculty Attendance Record

If you have no sick leave or non-chargeable time to record for the month, check the box to certify the record is accurate, and select Submit.

Time and Attendance Record for	
Employee Info Time Record History Request Time Off Adjust Balances	
Campus: 28160	
Department: 110400: Engineering Technology	

Submission of Faculty Time Records	
Monthly Time Records	
Accrual Period	
March 2014 - Working [Charge Time / View Calendar]	

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

Faculty Attendance Record

If you have sick leave and/or non-chargeable time to record for the month, select Charge Time and continue.

Time and Attendance Record for	
Employee Info Time Record History Request Time Off Adjust Balances	
Campus: 28160	
Department: 110400: Engineering Technology	

Submission of Faculty Time Records	
Monthly Time Records	
Accrual Period	
March 2014 - Working [Charge Time / View Calendar]	

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

Record Sick Leave

The current month will appear.

- Working = available for entries
- Pending = submitted to your supervisor
- Approved = supervisor signed

Time and Attendance Record for

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Designee](#)

Campus: 28160 **Supervisor:**
Department: 110400: Engineering Technology

Employee Time Record for March 2014

Accrual Period

March 2014 ~ Working

[Change Period](#)

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday		Non-Chargeable	
						Floater	Regular	Time	Reason
Beginning	0	200	0	1	0	0	0	0	
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Sub-Total		200.0		1.0	0				
Earned	0.0	1.75	0.0	0.0	0.0	0.0	0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending		200		1.0					

** Includes family sick leave balance*

Time Charged

Double-click a day to add or update an Accrual Charge

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8

Record Sick Leave

- * Double click the day of leave on the month.
- * A pop-up window will appear.
- * Enter the accrual charge in the appropriate field and select Save.
- * Accruals are charged in quarter hour increments: .25, .50, .75 or 1.0.
- * If the leave extends beyond one day, select Show Multi-Day.

Time Record Posting

Single Day Leave Show Multi-Day

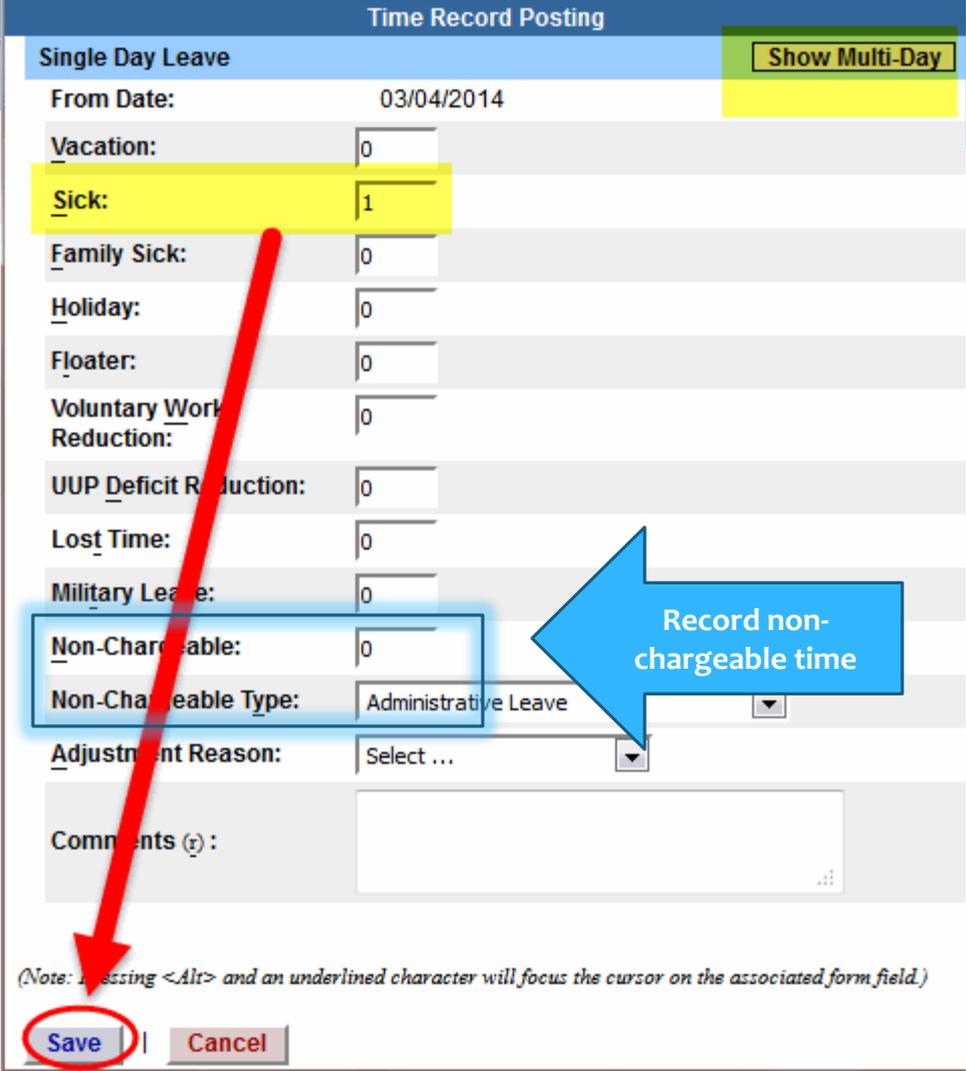
From Date: 03/04/2014

Vacation:	0
Sick:	1
Family Sick:	0
Holiday:	0
Floater:	0
Voluntary Work Reduction:	0
UUP Deficit Reduction:	0
Lost Time:	0
Military Leave:	0
Non-Chargeable:	0
Non-Chargeable Type:	Administrative Leave
Adjustment Reason:	Select ...

Comments (7):

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

Save | Cancel



Record Sick Leave

Once you have finished recording your sick leave and/or non-chargeable time:

- * Review the record for accuracy
- * Certify the record (check box)
- * Submit
- * Sign off and close browser

Family Sick Used and Non-Chargeable Accrual Balances

- * “Family Sick Used” is tracked and deducted from sick leave. 30 days allowed per contract year.
- * “Non-Chargeable” time is for recording time out of the office including conferences, jury duty, etc.). Time is tracked and not deducted.

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday		Non-Chargeable	
						Floater	Regular	Time	Reason
Beginning	0	200	0	1	0	0	0	0	
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Sub-Total		200.0		1.0	0				
Earned	0.0	1.75	0.0	0.0	0.0	0.0	0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending		200		1.0					

E-mail Notifications

- * Attendance records must be submitted electronically monthly (UUP Article 23.9).
- * System generated e-mails are sent when records are past due or the attendance record is disapproved.

Department Chairs

Department Chairs have direct reports and will review and approve the direct reports' attendance records.

- * Select “Work Roster” to view the direct reports attendance records.
- * Select approve, deny, or postpone.
- * Sign off and close browser.

Contact Human Resource Management

Cleveland Hall 403
878-4822

