

SUNY Time and Attendance System

Faculty Quick Guide



BUFFALO STATE
The State University of New York

1. Sign In.

- Open a web browser (Chrome preferred) and enter <https://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 and select Sign In.
(If this is the first time you sign in, you may be asked to verify your name, birthdate, and SUNY ID (contact HRM).

2. Select an Accrual Period (Month).

The current reporting month will display. If you wish to submit for a month other than current, select the month from the drop down box "Accrual Period".

3. Enter Charges for Sick Time Used. If no sick time used, go to Step 5.

- Double click on the day. A pop-up window will appear.
- In the sick leave field, enter the accrual amount in any quarter increment up to 1.0. For sequential days, select the multi-day button on the upper right hand corner of the pop-up window.
- Select Save Time Record.

4. Certify and Submit Time and Attendance Record.

Review your record for accuracy, check the Certify box, and select Submit to Supervisor.

5. If No Sick Time Used, Select Submit Next to the Month Selected.

You may certify and submit a time and attendance record directly from the Summary page if there are no charges for the month. Only one record (the earliest working one) may be submitted at a time.

The next sequential month will appear after you have submitted the current month's certification. You may view the status of any month in the Accrual Period box. Statuses include: Working=able to make entries, Pending=able to make entries while the record is with your supervisor, Approved=supervisor approved.

6. Sign Off. (link on top right of screen)

If you have any questions, please contact Human Resource Management (HRM) at 878-4822.

Per the UUP Agreement §23.9 Attendance Records, employees shall be required to certify their presence and record any absences on forms to be provided by the State. Employees shall also be required to record on such forms any charges to or accruals of vacation or sick leave credits. Such forms shall be submitted to the College President, or designee, for review on a monthly basis. Keeping attendance records current will avoid delays in calculating your sick leave credit toward health insurance premiums in retirement and confirm you have sufficient sick leave accruals to remain in a full pay status in the event you require an extended medical leave.