SUNY Time and Attendance System
Supervisor's Guide
UUP and Management Confidential

Human Resource Management
Last Revised: April 2022
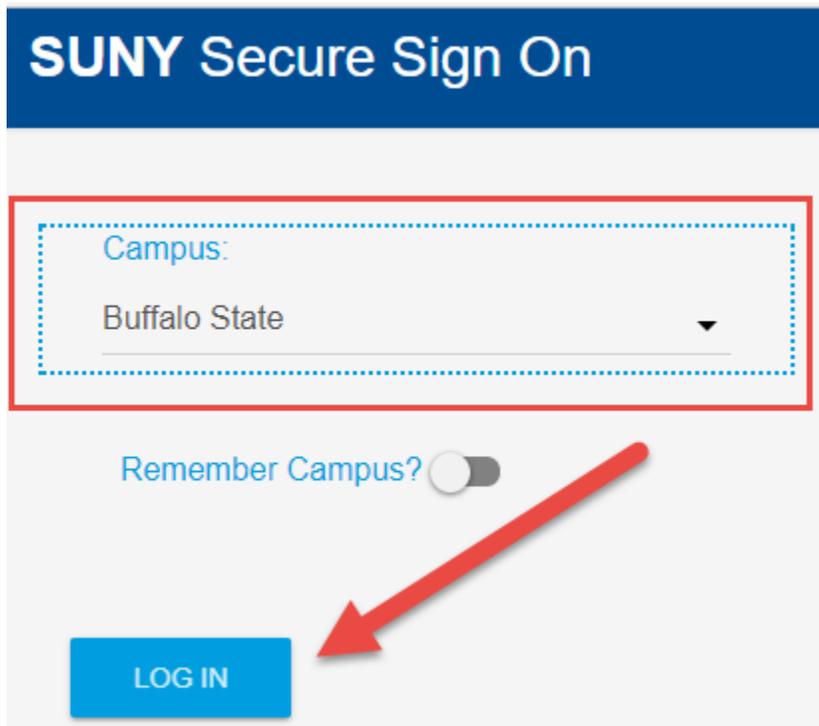
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Sign In

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.
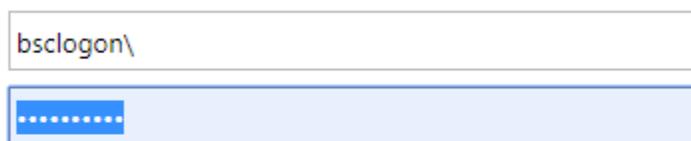3. Enter your Buffalo State NT Username and Password and select Sign In.

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.
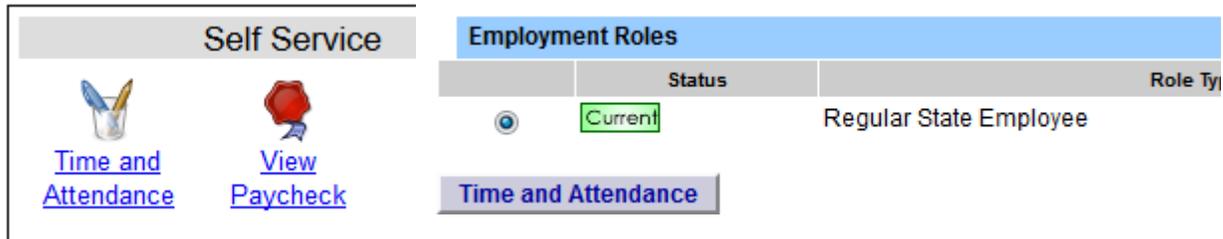
Supervisor Work Roster

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.

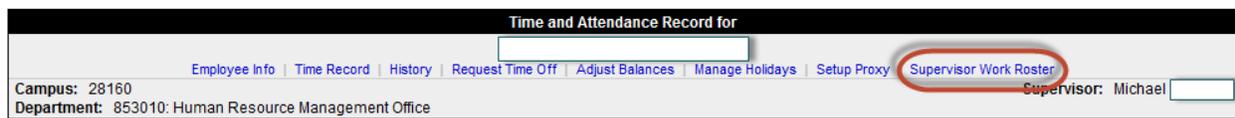The Employee Roster displays the employees that report to you and allows you to view Employee Information, Time Record, History, and Time Off Requests.

Employee Roster				
Current Employees				
Employee	Title	Next Timesheet Date		Actions
Jamie E Warnes (211233)	Senior Staff Assistant	10/01/2012		[Employee Info	Time Record	History	Work Schedule]
Lydia Kawaler (60884)	Senior Personnel Associate	10/01/2012		[Employee Info	Time Record	History	Work Schedule]

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.
   - Note, falsification of an attendance record constitutes a serious violation of the attendance rules and may serve as a basis for disciplinary action. If the employee's record is not accurate, do not approve and return it to the employee for modification.

Pending Time Records Approvals										
Employee	Neg. Unit	Accrual Period	Time Charged				Time Unit	Approval		
			Vacation	Sick	Holiday	Other		Approve	Deny	Postpone
Jamie E Warnes (211233) [Details] [History]	08	October 2012	6	0	0	0	Days	○	○	◉

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.

							Approval		
		Supervisor Pending Approvals Roster							
		Supervisor(Proxy): Susan J. Earshen (84303)							
Pending Time Records Approvals									
[No Pending Timesheets.]									
Pending Leave Requests									
Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Deny	Postpone
Lydia Kawaler (60884)	13	10/30/2012 - 10/31/2012	2	1	Vacation Leave	34.75	○	○	◉
Jamie E Warnes (211233)	08	10/08/2012 - 10/12/2012	5	1	Vacation Leave	15.5	○	○	◉
Jamie E Warnes (211233)	08	10/22/2012	1	1	Vacation Leave	14.5	○	○	◉

* - Estimated Pst-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.

Submit | Reset

Employee Roster			
Current Employees			
Employee	Title	Next Timesheet Date	Actions
Jamie E Warnes (211233)	Senior Staff Assistant	10/01/2012	[Employee Info	Time Record	History	Work Schedule]
Lydia Kawaler (60884)	Senior Personnel Associate	10/01/2012	[Employee Info	Time Record	History	Work Schedule]

Supervisor Proxy Roster
Current Supervisors
[No Supervisor Proxies.]

Supervisor Calendar

To view pending and approved time off for all unclassified and classified employees on one calendar, select Supervisor Calendar on the toolbar.

Supervisors may view the calendar by month or a week at a time (select the week).

To change the month, select the month from the dropdown menu or use the arrows on each end of the header. If there are more than two (2) employees with activity on a single day, the word 'more' will display. To display all employees on a given day, select 'more' and a full weekly view with all employees will display.

Supervisors may approve or deny pending time off requests from this calendar. The function is the same as the Supervisor Work Roster.

To return to your home page, select 'Time Record'.

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.