



The State University
of New York

Electronic Time and Attendance System

Guide for FT and PT UUP and MC Employees
(Faculty, Staff and Supervisors)

Overview of Monthly Time and Attendance System (TAS) For All Employees

- 1) Sign –in to SUNY HR Time and Attendance
- 2) Select an Accrual Period (Month)
- 3) Enter Charges for Vacation, Sick, or Other Used Time
- 4) Request Time Off
- 5) Certify and Submit Time Record for Supervisor Approval
- 6) Sign-out of SUNY Browser and Close



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. Here, you will be asked for your SUNY ID and your DOB.
- Once you complete this security procedure, your sign-in will appear differently going forward. There will be no need for you to use your SUNY ID again for this process.

SUNY

Sign in to SUNY at:

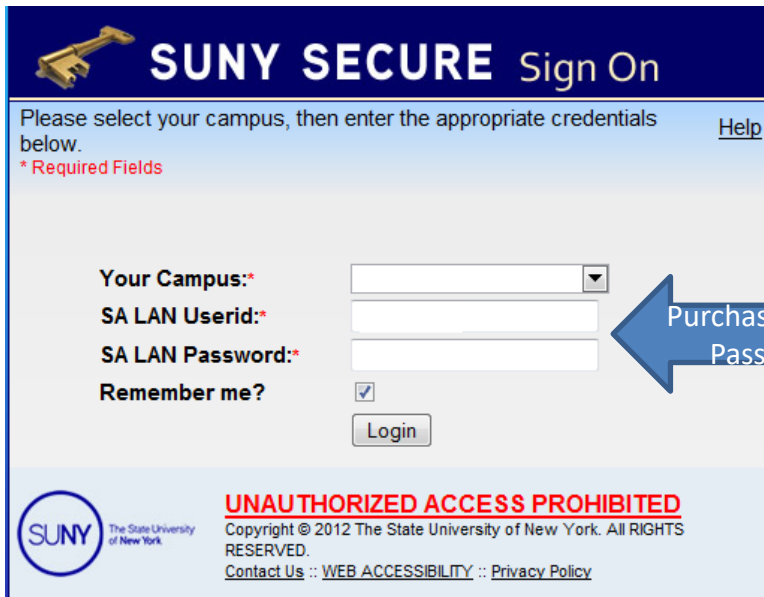
<https://www.suny.edu/time>



Bookmark

As described in the previous slide, the screen will be slightly different your first time in. You will be required to enter your SUNY ID and DOB.

First, you will encounter a Sign-on screen



SUNY SECURE Sign On

Please select your campus, then enter the appropriate credentials below. [Help](#)

* Required Fields

Your Campus:*

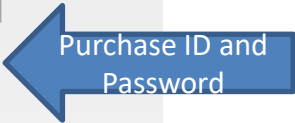
SA LAN Userid:*

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](#)



Purchase ID and Password


Next, you will come to a one-time security screen

For security reasons your sign-in will be different the first time you enter the Time and Attendance System -  use the SUNY ID provided by HR for the third question.

Security Questions

First Name


Last Name

SUNY ID(not your SSN, ID provided by HR) 

Date of Birth (in MM/DD/YYYY format)

Accessing your Time Record

Click on “Time and Attendance” Tab to work on your time record



The screenshot shows the SUNY Time & Attendance portal interface. At the top, there is a navigation bar with 'SUNY SECURE' on the left and 'Return to Employee Portal' and 'Sign Off' on the right. Below this is a header with 'The State University of New York | Time & Attendance'. A secondary navigation bar contains a 'Menu' button and the date/time 'Friday, December 14, 2012 • 2:41:21 PM'. The main content area displays 'TAS Home' and user information: 'Name: Jane Doe', 'Suny ID: 000001', and 'Local Campus ID:'. Below this is a table titled 'Employment Roles' with columns for 'Status', 'Role Type', and 'Effective Dates'. A single row is shown with 'Current' status, 'Regular State Employee' role, and '12/06/2001 - [No End Date]'. A 'View Paycheck' button is visible next to the table. At the bottom left, a blue arrow points to the 'Time and Attendance' tab, which is highlighted. A large, faint 'SUNY' watermark is visible in the bottom right corner.

Welcome: ██████████ Campus: ██████████ [Return to Employee Portal](#) [Sign Off](#)

SUNY SECURE

[Home](#) **The State University of New York | Time & Attendance**

Menu Friday, December 14, 2012 • 2:41:21 PM

TAS Home

Name: Jane Doe **Suny ID:** 000001
Local Campus ID:

Employment Roles		
Status	Role Type	Effective Dates
Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

[Time and Attendance](#) [View Paycheck](#)

(SUNY)



MC and UUP Staff Time Record

Time record will automatically open to the current month. To change to a previous month select from the drop down shown below. Employees can only see their time records from the date the system was implemented at Purchase College in 2014.

Time and Attendance Record for
Jane Doe (00001)

Campus: 28650
Department: 853005: University-wide Human Resources
Supervisor: John Smith

Employee Time Record for December 2012

Accrual Period

December 2012 ~ Working

	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday Regular	Non-Chargeable Time
December 2012 ~ Working	23.75	91.75	1.25	0.25	0	0	0.25	0
November 2012 ~ Approved	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
October 2012 ~ Approved	21.75	90.75	1.25	0.25			0.25	
September 2012 ~ Approved	1.75	1.75	0.0	0.0	0.0	0.0	0.0	0.0
August 2012 ~ Approved	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
July 2012 ~ Approved	23.50	92.50	1.25	0.25			0.25	

* Includes family sick leave balance

↑
Accrual Period

←
Begin/
Ending
Accrual
balance

The status of any given month is reflected here in the above drop-down:

Working: Open for you to make entries

Pending: Submitted to your supervisor

Approved: Reflected once Supervisor has signed-off

↑

30 days contractual Family Sick Leave Tracked Here, Deducted from Sick. Family Sick charges relate to the medical care of a direct family member.

↑

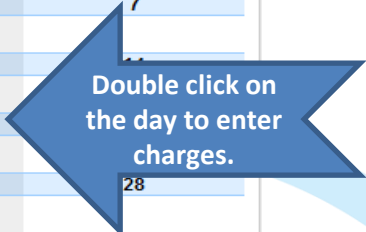
Non-Chargeable Time (Such as conferences, jury duty, off-site meetings, etc.) Tracked Here, Not Deducted



Charging Vacation, Sick, or Other Time

- Double click on the day you wish to enter the accrual charge. From the pop up box (shown on the next page), enter the appropriate accrual charge/s.

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					



- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Time Record Comments

[No Comments.]

Additional Comments:

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	N	01/02/2012	0
Martin Luther King Day	N	01/16/2012	0

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

Cancel/Return to Home

View Holidays PDF Report





View of Sub-Menu Produced by Clicking on Individual Calendar Dates

- The pop up opens up a single day request (shown on the left). To enter a date range, select the Show Multi Day button shown on the right (shown on next screen). Enter the increment (increments of .25 days only) in the field which you want to charge, then select Save. Once saved, the accrual charge will appear on your time record.

Time Record Posting

Single Day Leave	Multi-Day
<u>From Date:</u>	01/09/2012
<u>Vacation:</u>	<input type="text" value="0"/>
<u>Sick:</u>	<input type="text" value="0"/>
<u>Family Sick:</u>	<input type="text" value="0"/>
<u>Holiday:</u>	<input type="text" value="0"/>
<u>Floater:</u>	<input type="text" value="0"/>
<u>Voluntary Work Reduction:</u>	<input type="text" value="0"/>
<u>Deficit Reduction Leave (M/C only):</u>	<input type="text" value="0"/>
<u>Non-Chargeable:</u>	<input type="text" value="0"/>
<u>Non-Chargeable Type:</u>	Select ...
<u>Adjustment Reason:</u>	Select ...

[Show Multi-Day](#)

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

[Submit Single-Day](#) | [Cancel](#)





Multiple Day Leave

Time Record Posting	
Multiple Day Leave	Show Single-Day
From Date:	01/25/2013
* To Date (2):	<input type="text"/> (mm/dd/yyyy)
* Number of Consecutive Days:	<input type="text" value="1"/>
* Charge Per Day (0-1.0):	<input type="text" value="1"/>
* Accrual Leave Type:	Select ...
Adjustment Reason:	Select ...
Comments (c):	<input type="text"/>

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

[Save](#) | [Cancel](#)

Reminders:

- ❖ Charge accruals can not span across multiple months.
- ❖ If a holiday falls within a time charged, a separate entry must be submitted, excluding the holiday.



Other features on the Time Record

- **Comment Section:** Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record. ***(Comments should be kept strictly professional since they cannot be removed)***
- **Holiday Time Worked** – Holiday/Floater days that fall within the month. These dates are preset by your campus calendar.
- **View Holidays** – list of all holiday/floater days that have been earned, charged and expiration date.
- **PDF Report** - Printable time record.

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Comments

Holiday/Floater

Time Record Comments

[No Comments.]

Additional Comments:

Holiday Time Worked

Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	N	01/02/2012	0
Martin Luther King Day	N	01/16/2012	0

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

Cancel/Return to Home

View Holidays

PDF Report

View Holidays and PDF Report

Holiday Time Worked - Standard holidays such as: New Years, MLK Day, Memorial Day, Independence Day, Labor Day, Columbus, Veteran's day, Thanksgiving and Christmas will automatically be charged "0" as an Earned Amount because it's anticipated that most employees will not be working these days. If an employee has worked the holiday they can go in and change the Earned Amount to 1

Certify and Submit to Supervisor

- When a time record is complete, either certify and submit to your supervisor or save the time record to submit at a later time.
- To send to your Supervisor, click on the “I Certify” box and select Submit to Supervisor
- NOTE: ★ You will receive a pop up message if you try to navigate away from your time record (where changes were made) if it was not saved or submitted to your supervisor.

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Time Record Comments
[No Comments.]

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

Submit To Supervisor Save Time Record Cancel/Return to Home

View Holidays PDF Report

View Holidays PDF Report

Holiday Time Worked

Holiday Name	Floater?	Observed Date	Earned Amount



Windows Internet Explorer

Are you sure you want to leave this page?

Message from webpage:

If you have made any changes to the fields without clicking the Save button, your changes will be lost. Are you sure you want to exit this page?

Leave this page

Requesting Time Off

For prior approval for time off, click on the Request Time Off link highlighted below. Then double click on the day you wish to request off on the calendar.

Time and Attendance Record for
Jane Doe (00001)

[Time Record](#) |
 [History](#) |
 [Request Time Off](#)

Campus: 28650 Supervisor: John Smith
 Department: 853005: University-wide Human Resources

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Floater	Holiday	Regular
Current	23.75	91.75	1.25	0.25	0	0		0.25
Post-Request* (on 01/31/13)	25.00	94.25	0.0	0.00	0.0	0.0		0.25

* - Estimated Post-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.

Existing Time Off Requests

Double-click a day to add or update a Leave Request

January 2012

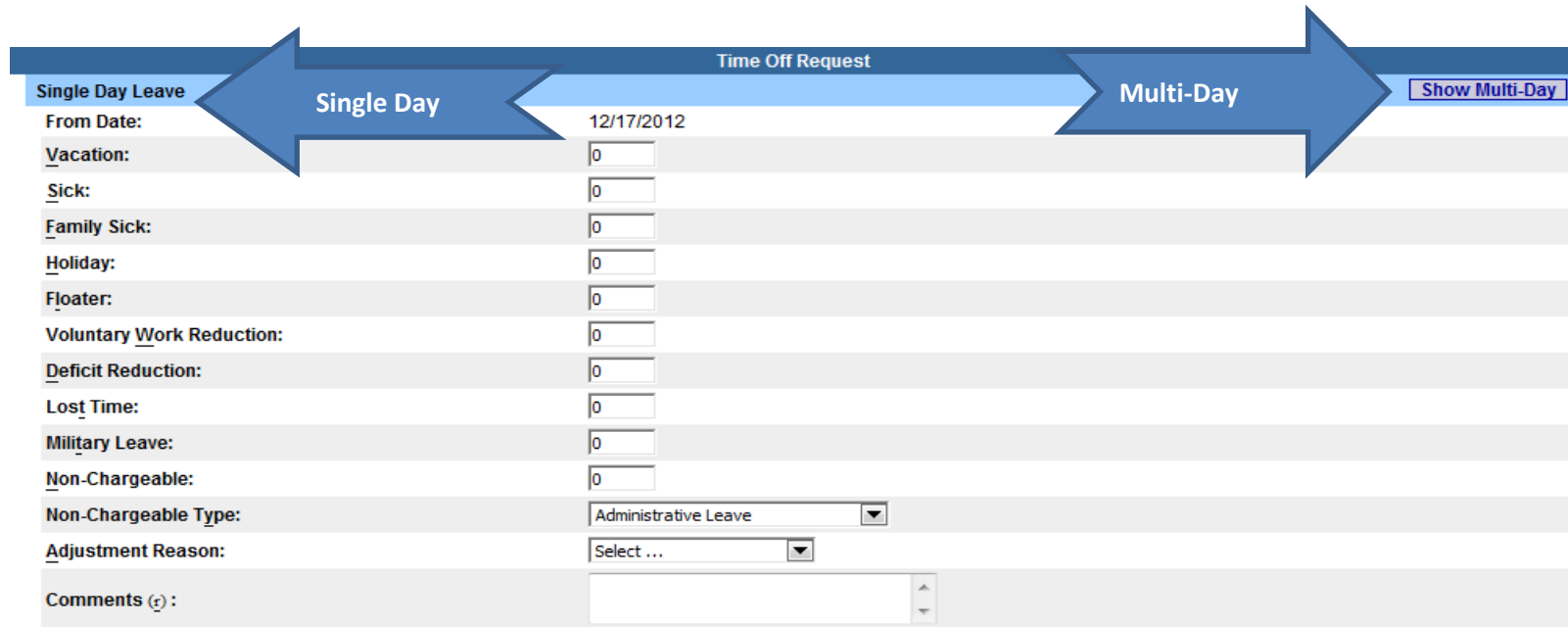
[<< Year](#) |
 [< Month](#) |
 [Today](#) |
 [Month >](#) |
 [Year >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Requesting Time Off

The pop up opens up a single day request (shown on the left). To enter a date range, select the Show Multi Day button shown on the right. Enter the increment (increment of .25 days only) and accrual you wish to charge and click save.



Time Off Request

Single Day Leave **Single Day** **Multi-Day** [Show Multi-Day](#)

From Date: 12/17/2012

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Deficit Reduction:

Lost Time:

Military Leave:

Non-Chargeable:

Non-Chargeable Type: Administrative Leave

Adjustment Reason: Select ...

Comments (r):

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

Save Cancel



Requesting Time Off

Once the request has been saved, it will appear on the calendar and under the Previously Submitted Leave Request along with the status (Saved, Pending and Approved). To submit the request to your Supervisor, select the radio button and click Submit to Supervisor. Once submitted, the request will appear on the monthly time record.

Existing Time Off Requests Double-click a day to add or update a Leave Request

January 2013 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2	3	4 0.25 - Deficit Reduction Leave (A)	5
6	7	8	9	10	11 0.25 - Vacation Leave (A)	12
13	14	15	16 Vacation Leave (P)	17	18	19
20	21 Martin Luther King	22	23 Vacation Leave (S)	24 Vacation Leave (S)	25	26
27	28	29	30	31		

← Status of Time Off Request

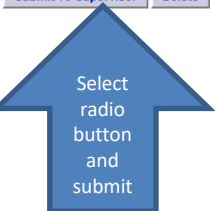
- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

Previously Submitted Leave Requests

Select	Status	Requested Leave Dates	# of Days	Leave Type	Leave Reason	Date Submitted	Date Approved
<input type="radio"/>	Saved	01/23/2013 - 01/24/2013	2	Vacation Leave			
<input type="radio"/>	Pending	01/16/2013	1	Vacation Leave		01/07/2013	
<input type="radio"/>	Approved	01/11/2013	0.25	Vacation Leave		12/19/2012	12/19/2012
<input type="radio"/>	Approved	01/04/2013	0.25	Deficit Reduction Leave		12/19/2012	12/19/2012

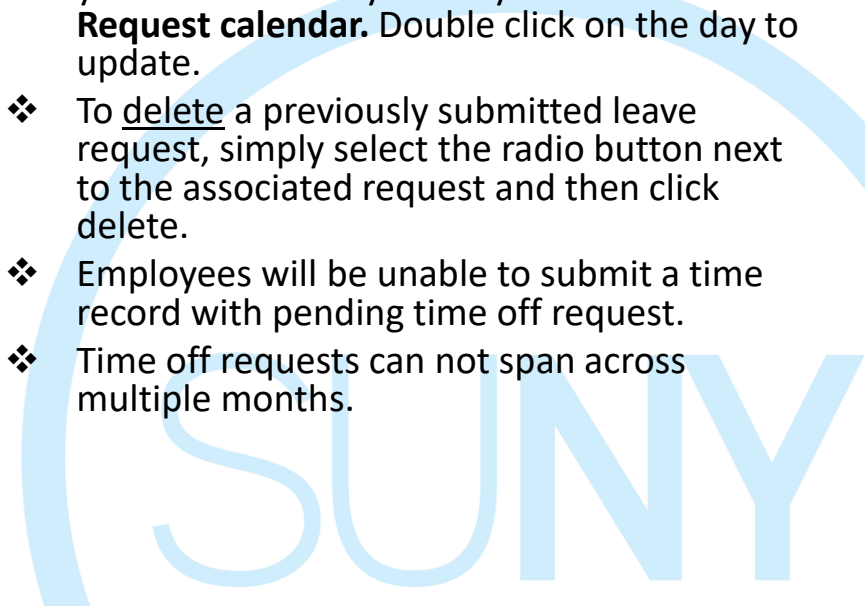
Additional Comments:

Submit To Supervisor Delete



Reminders:

- ❖ The status of your request will also appear in parenthesis on your monthly time record (S, P, A).
- ❖ If you need to change a time off request and it has not been approved by your supervisor, you must currently be on your **Time Off Request calendar**. Double click on the day to update.
- ❖ To delete a previously submitted leave request, simply select the radio button next to the associated request and then click delete.
- ❖ Employees will be unable to submit a time record with pending time off request.
- ❖ Time off requests can not span across multiple months.





The State University
of New York

Sign out of the SUNY browser and CLOSE

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

The screenshot shows the SUNY SECURE portal for Time & Attendance. The top navigation bar includes links for Home, Menu, and Sign Off. The main content area displays the title "Time and Attendance Record for Jane Doe (00001)" and provides options for Time Record, History, and Request Time Off. The user's campus (28650) and department (853005: University-wide Human Resources) are listed at the bottom left, and the supervisor (John Smith) is listed at the bottom right. A blue arrow points to the "Sign Off" link in the top right corner.

(SUNY



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of New York

Time and Attendance System (TAS)

Faculty Time Record

A large, light blue watermark of the SUNY logo is positioned in the bottom right corner of the slide. It features a partial circle above the word "SUNY" in a light blue, sans-serif font.

SUNY

Faculty Time Record

- Faculty employees are able to certify and submit their time records directly from their summary page (shown below), if there are no charges within the month. You will only be able to submit one time record (the earliest working one) at a time.
- To submit with no time charged, simply click “I certify” box and then submit. Once submitted, it will go into Submitted/Pending status until approved by supervisor.
- To charge time, select “Charge Time/View Calendar” and you will be brought into your time record calendar as shown on the following slide.

Time and Attendance Record for

Jane Doe (00001)

[Time Record](#) | [History](#) | [Request Time Off](#)

Campus: 28650 Supervisor: John Smith
 Department: 270000: Mathematics

Submission of Faculty Time Records

Monthly Time Records

Accrual Period	
October 2012 -	Approved [Charge Time / View Calendar]
November 2012 -	Submitted/Pending [Charge Time / View Calendar]
December 2012 -	Working [Charge Time / View Calendar]

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

Click on SUBMIT if you have NO SICK LEAVE to record.

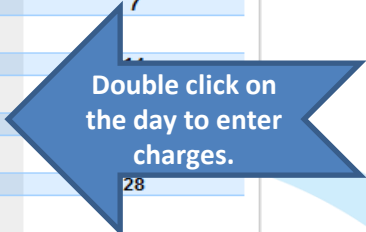
Status and Charge Time & Calendar



View of Sub-Menu Produced by Clicking on Individual Calendar Dates

- Double click on the day you wish to enter the accrual charge. From the pop up box (shown on the next page), enter the appropriate accrual charge/s.

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					



- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Time Record Comments

[No Comments.]

Additional Comments:

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	N	01/02/2012	0
Martin Luther King Day	N	01/16/2012	0

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

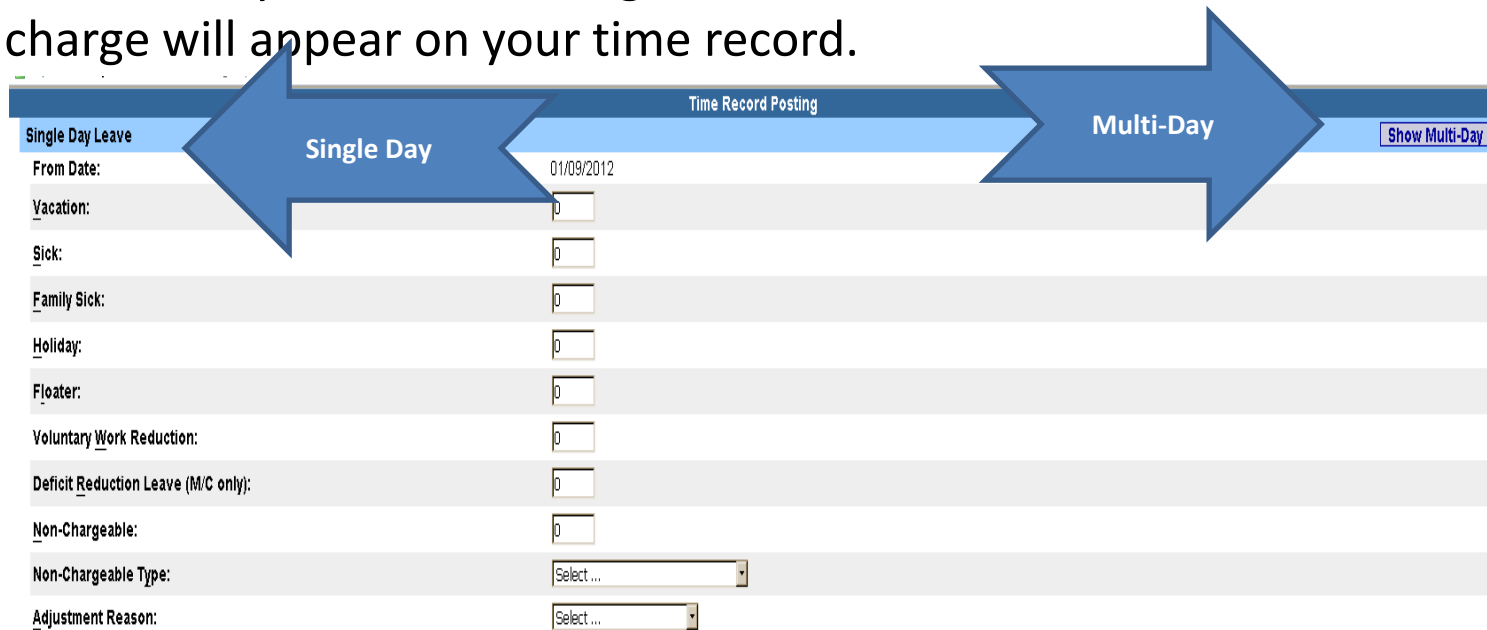
Cancel/Return to Home

View Holidays PDF Report



Charging Sick Time

- The pop up opens up a single day request (shown on the left). To enter a date range, select the Show Multi Day button shown on the right (shown on next screen). Enter the increment (increments of .25 days only) in the field which you want to charge, then select Save. Once saved, the accrual charge will appear on your time record.



Time Record Posting

Single Day Leave	
<u>From Date:</u>	01/09/2012
<u>Vacation:</u>	<input type="text" value="0"/>
<u>Sick:</u>	<input type="text" value="0"/>
<u>Family Sick:</u>	<input type="text" value="0"/>
<u>Holiday:</u>	<input type="text" value="0"/>
<u>Floater:</u>	<input type="text" value="0"/>
<u>Voluntary Work Reduction:</u>	<input type="text" value="0"/>
<u>Deficit Reduction Leave (M/C only):</u>	<input type="text" value="0"/>
<u>Non-Chargeable:</u>	<input type="text" value="0"/>
<u>Non-Chargeable Type:</u>	Select ...
<u>Adjustment Reason:</u>	Select ...

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

[Submit Single-Day](#) | [Cancel](#)





Multiple Day Leave

Time Record Posting	
Multiple Day Leave	Show Single-Day
From Date:	01/25/2013
* To Date (2):	<input type="text"/> (mm/dd/yyyy)
* Number of Consecutive Days:	<input type="text" value="1"/>
* Charge Per Day (0-1.0):	<input type="text" value="1"/>
* Accrual Leave Type:	Select ...
Adjustment Reason:	Select ...
Comments (c):	<input type="text"/>

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

[Save](#) | [Cancel](#)

Reminders:

- ❖ Charge accruals can not span across multiple months.



Certify and Submit to Supervisor

- When time record is complete, either certify and submit to supervisor or save time record to submit at a later time.
- To send to your Supervisor, click on the “I Certify” box and select Submit to Supervisor
- NOTE: ★ You will receive a pop up message if you try to navigate away from your time record (where changes were made) if it was not saved or submitted to your supervisor.

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Time Record Comments
[No Comments.]

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

Submit To Supervisor Save Time Record Cancel/Return to Home

View Holidays PDF Report

View Holidays PDF Report

Holiday Time Worked

Holiday Name	Floater?	Observed Date	Earned Amount
--------------	----------	---------------	---------------



Windows Internet Explorer

Are you sure you want to leave this page?

Message from webpage:

If you have made any changes to the fields without clicking the Save button, your changes will be lost. Are you sure you want to exit this page?

→ Leave this page

Other features on the Time Record

- Comment Section: Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record. ***(Comments should be kept strictly professional since they cannot be removed)***
- PDF Report - Printable time record.

Time Charged							Double-click a day to add or update an Accrual Charge
January 2012							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 New Year's Day	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 Martin Luther King Day	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

Comments

Time Record Comments

[No Comments.]

Additional Comments:

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	N	01/02/2012	0
Martin Luther King Day	N	01/16/2012	0

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

View Holidays and PDF Report





The State University
of New York

Sign out of the SUNY browser and CLOSE

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

The screenshot shows the SUNY Secure portal interface. At the top, there is a navigation bar with 'SUNY SECURE' on the left and 'Welcome:', 'Campus:', 'Return to...', 'Portal', and 'Sign Off' on the right. Below this is a header with 'The State University of New York | Time & Attendance'. A blue arrow points to the 'Sign Off' link. Below the header is a 'Menu' bar. The main content area is titled 'Time and Attendance Record for Jane Doe (00001)'. Below this, there are links for 'Time Record', 'History', and 'Request Time Off'. At the bottom, there is a footer with 'Campus: 28650', 'Department: 853005: University-wide Human Resources', and 'Supervisor: John Smith'.

(SUNY

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.
- These Step by Step instructions can be viewed on HR's Website
- 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)

Supervisor's Guide

SUNY



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 and/or Time Off Requests.
- 4) Select “Approve,” “Deny,” or even “Postpone”
- 5) Select “Submit”

A large, light blue watermark of the SUNY logo is positioned in the bottom right corner of the slide, partially overlapping the text.

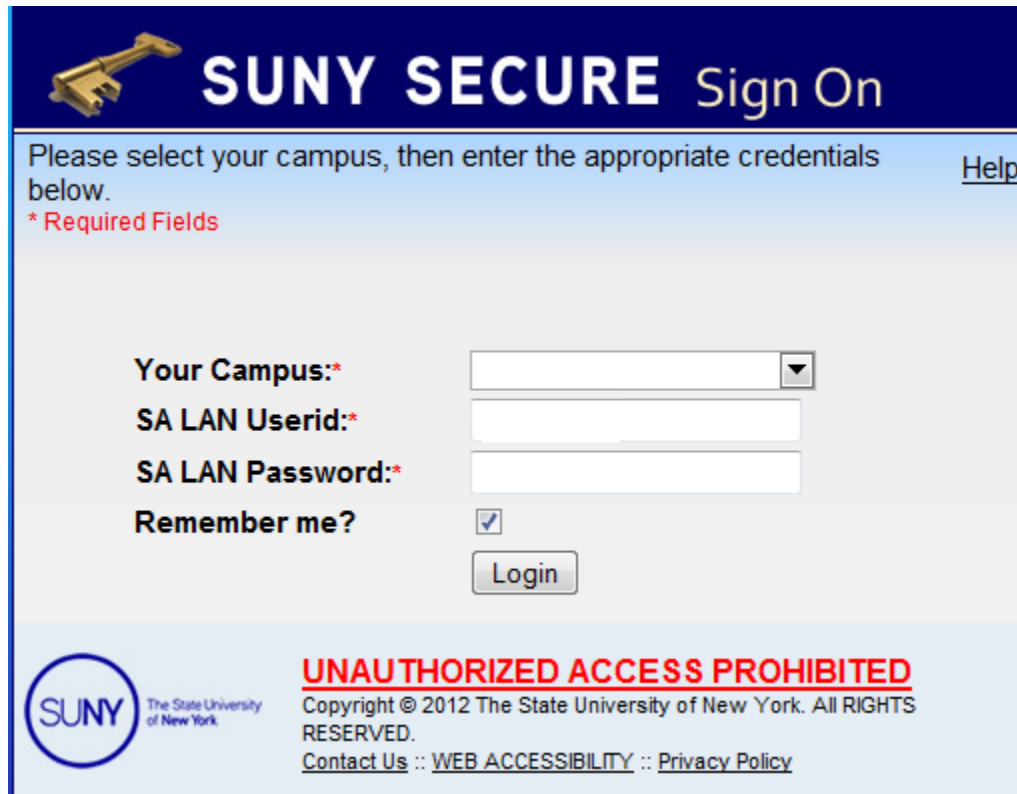
SUNY

Sign in to SUNY at:

<http://www.suny.edu/time>

Bookmark

- 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**
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Suny ID and
Password

UNY

Accessing your Time Record

Click on “Time and Attendance” Tab to get into your time record

WELCOME: ██████████ CAMPUS: ██████████ [Return to Employee Portal](#) [Sign Off](#)

SUNY SECURE

[Home](#) **The State University of New York | Time & Attendance**

Menu Friday, December 14, 2012 • 2:41:21 PM

TAS Home

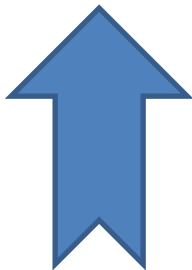
Name: Jane Doe **Suny ID:** 000001
Local Campus ID:

Employment Roles

Status	Role Type	Effective Dates
<input checked="" type="checkbox"/> Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

Time and Attendance [View Paycheck](#)





Supervisor's Work Roster

Once you've selected the Time and Attendance tab, your own Time Record will open. Select the "Work Roster" tab to view the Pending Time Records and/or Pending Leave Requests (time off request) of your employees.

SUNY SECURE Welcome: _____ Campus: 28260 - PURCHASE [Return to Employee Portal](#) [Sign Off](#)

Time & Attendance System

Home

Menu Monday, April 21, 2014 • 4:17:57 PM

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | Home | Supervisor/Approver: [Work Roster](#)

Time and Attendance Record for

Employee Info | [Time Record](#) | [History](#) | [Request Time Off](#)

Campus: 28260 Department: 853010 Supervisor: _____

Employee Time Record _____ 2014

Validation Warnings (Will not prevent saving.) As submitted at 4:17:53 PM

- You have pending time off requests that have not been approved.

Accrual Period

April 2014 ~ Working

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Lost Time	Floater	Holiday	Regular	Time	Non-Chargeable Reason
Beginning	46.25	200	0	0	0	1.25	0		
Charged	2.25	0.0	0.0	0.0	0.0	1.25	0.0		
Sub-Total	44.00	200.0		0		0.00			
Earned	1.75	1.75	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		
Ending	45.75	200							

* Includes family sick leave balance

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

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		0.5 - Holiday Comp Leave (A)			0.5 - Holiday Comp Leave (A)	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	0.25 - Holiday Comp Leave (A)					
20	21	22	23	24	25	26
	0.25 - Vacation Leave (A)			Vacation Leave (P)	Vacation Leave (P)	
27	28	29	30			



Supervisor Work Roster

After you've selected the Work Roster tab any Pending Time record/s and/or Pending Leave Requests (time-off requests) for your employees will appear.

THE STATE UNIVERSITY of NEW YORK Human Resources | Time & Attendance System

Menu | Welcome, JHADLEY at 28020 - (Log Off) Friday, March 9, 2012 • 2:06:43 PM

Employee: Time Record | History | Request Time Off | Home | Supervisor: Work Roster |

Supervisor Pending Approvals Roster

Pending Time Records Approvals

Employee	Neg. Unit	Accrual Period	Time Charged				Time Unit	Approval		
			Vacation	Sick	Holiday	Other		Approve	Deny	Ignore
Lisa A Havtur (216376) [Details] [History]	08	February 2012	0.0	1.0	2.0	0.0	Days	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Pending Leave Requests

Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approval		
							Approve	Deny	Ignore
Victoria M Metritikas (130135)	13	07/17/2012	1	1	Vacation Leave	30.2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

* - Estimated Post-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.

|

Employee List – Contact HR for any revisions.

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions					
Lisa A Havtur (216376)	Staff Assistant	02/01/2012	[View Info]	[Update Info]	[Time Record]	[History]	[Request Time Off]	[Work Schedule]
Victoria M Metritikas (130135)	Personnel Assistant	03/01/2012	[View Info]	[Update Info]	[Time Record]	[History]	[Request Time Off]	[Work Schedule]
Alison Gierlach (31081)	Personnel Associate	03/01/2012	[View Info]	[Update Info]	[Time Record]	[History]	[Request Time Off]	[Work Schedule]

For PENDING TIME APPROVALS OR LEAVE REQUESTS – Supervisors should select an action: APPROVE, DENY, OR IGNORE. THEN SUBMIT.

SUPERVISOR WORK ROSTER

ON THIS PAGE SUPERVISORS CAN:

1. **VIEW EMPLOYEE'S ELECTRONIC TIME RECORD**
2. **DETERMINE AN ACTION (APPROVE, DENY, OR POSTPONE) ANY DENIED ACTION REQUIRES COMMENTS FOR THE EMPLOYEE'S INFORMATION.**
3. **"SUBMIT"**
4. **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.**

Supervisor Pending Approvals Roster

Supervisor(Designee): Jane Doe (00001)

Pending Time Records Approvals

Employee	Neg. Unit	Accrual Period	Time Charged				Time Unit	Approval		
			Vacation	Sick	Holiday	Other		Approve	Deny	Postpone
James Adams (00003) [Details] [History]	15	September 2012	2	0	0	0.25	Days	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Lisa Clark (00004) [Details] [History]	15	October 2012	0				Days	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mike Smith (00002) [Details] [History]	13	August 2012	6.25	1.25	0	0	Days	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Pending Leave Requests

[No Pending Leave Requests.]

For PENDING TIME APPROVALS OR LEAVE REQUESTS – Supervisors should select an action: *APPROVE, DENY, OR POSTPONE*. THEN *SUBMIT*.

|

3) Submit

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
James Adams (00003)	Personnel Associate	09/01/2012	[Employee Info] [Time Record] [History] [Work Schedule]
Lisa Clark (00004)	Personnel Associate	08/01/2012	[Employee Info] [Time Record] [History] [Work Schedule]
Mike Smith (00002)	Personnel Associate	09/01/2012	[Employee Info] [Time Record] [History] [Work Schedule]





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Sign out of the SUNY browser and CLOSE

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

SUNY SECURE Welcome: Campus: Return Employee Portal **Sign Off**

The State University of New York | Time & Attendance

Home

Menu December 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





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Time and Attendance System (TAS)

Setting up a Designee

SUNY

Setting up a Designee

A Designee: – refers to a person who has been designated to perform some duty or carry out some specific role.

Types of Designee within TAS:

1. *Employee Designee – designate another employee the ability to enter monthly time records for a specific period of time or indefinitely on behalf of the employee.
2. Supervisor Designee – designate another employee/supervisor the ability to take action (approve/deny) on all pending time records and/or time off request.

*Note: The original employee's signature is still required to support the time record. This can be attained by a hard copy the employee completes and gives to the Designee to enter into the system or the electronic PDF that once the information has been entered can be printed out for the original employee's signature.

The use of a supervisory designee should be limited and the responsibility should be understood by all parties involved. The designee to approve timesheets should be someone in the supervisory chain because of the liability issues related to the approval of a timesheet. The person who approves the timesheet is ultimately responsible for the accurate reporting of the information they approve.

Requesting a Designee

Both an employee and supervisor are required to complete a Designee Form. Once a Designee Form has been signed by the Employee, the Employee's Supervisor and the Designee, the form must be submitted to the Payroll Office for review and authorization by a Payroll Facilitator. Once the facilitator signs the Designee Form, the designee will be setup in the system. **No designee assignments will be setup without a fully endorsed designee form.**



Setting up a Designee

Once the Designee has been established, they will appear on the Current Proxies (shown below). This also indicates which role they have been assigned, Employee Designee, Supervisor Designee and/or Approver Designee.

Current Designees							
Select	Effective Date	End Date	Suny ID	Name	Employee Designee	Supervisor Designee	Approver Designee
<input type="radio"/>	05/01/2012		131689	John Smith	Yes	Yes	No

|

To end a Designee after it has been created, click on the radio button next to the employee's name you wish to work on and enter the appropriate end date.

To remove a Designee, click on the radio button next to the employee's name you wish to work on and make the end date equal to the effective date.



Setting up a Designee

To Work on the Supervisor/Approver: Work Roster:

Click on the corresponding link on the tool bar (highlighted below in yellow).



- The Supervisor Designee Roster will appear (shown below).
- If Designee currently has supervisor responsibilities, their work roster will appear at the top of the page.
- The Supervisor/Approver Work Roster will be displayed under the Employee Roster (highlighted below in yellow).
- To begin working on the roster click on the [...] icon (highlighted below in yellow) under the supervisor's name.
- Follow separate Supervisor instructions to begin working on the Work Roster.

Wednesday, May 16, 2012 • 10:03:48 AM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | **Employee Designee: Work Roster** | Facilitator: Search | Work Roster | Campus

Supervisor Pending Approvals Roster
Supervisor (Designee) John Smith (12233)

Pending Time Records Approvals

Employee	Neg. Unit	Accrual Period	Vacation	Time Charged Sick	Holiday	Other	Time Unit	Approve	Approval Deny	Postpone
Cindy Smith (14455) [Details] [History]	13	February 2011	2.0	0.0	0.0	0.0	Days	[Approve]	[Deny]	[Postpone]
Cindy Smith (14455) [Details] [History]	13	March 2011	4.0	0.0	0.0	0.0	Days	[Approve]	[Deny]	[Postpone]

Pending Leave Requests

Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Approval Deny	Postpone
Cindy Smith (14455)	13	05/23/2011	1	1	Vacation Leave		[Approve]	[Deny]	[Postpone]
Cindy Smith (14455)	13	05/30/2011	1	1	Vacation Leave		[Approve]	[Deny]	[Postpone]
Joe Lee (23316)	13	06/09/2011	1	1	Vacation Leave		[Approve]	[Deny]	[Postpone]

* - Estimated Post-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
Cindy Smith (14455)	Senior Personnel Associate	06/01/2010	[...]
Joe Lee (23316)	Senior Personnel Associate	04/01/2011	[...]

Supervisor (Designee) Roster

Current Supervisors


Name	Title	Proxy Start	Proxy End
John Smith (12233)	Director	05/01/2012	06/30/2012

Setting up a Designee

Employee Designee:



Once employee has been established as an Employee Designee, the Designee now has access to the employee's time record, request time off, and history by clicking on the link above (highlighted in yellow).



Designee Employee Roster			
Employee Summary			
Employee	Negotiating Unit	Accrual Period	Timesheet Status
Jane Doe [Timesheet] [Leave Request] [History]	MC, SUNY Professional	January 2011	Working

Once the Employee Roster is displayed, select the function you wish to work on (Time Record, Leave Request, and History). Follow separate instruction according to Negotiating Unit (UUP and MC, non-hourly).



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E-MAIL NOTIFICATIONS

- Time record submission is now officially a MONTHLY process.
- System-generated e-mail reminders are sent out to employees, supervisors and supervisor's supervisor.

A large, light blue watermark of the SUNY logo is positioned in the bottom right corner of the slide. It features a partial circle on the left and the word "SUNY" in a large, light blue, sans-serif font to its right.

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Thank You!

If you have any questions, please contact any member of the HR Time and Attendance implementation team.

Susan Ciliberti

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