



The State University  
of New York

# **Time and Attendance System for Classified Service Employees**



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of New York

## Overview of Time and Attendance System (TAS) For Classified Service Employees

- 1) Sign –in to SUNY HR Time and Attendance using existing User ID and password.
- 2) Select an Accrual Period (Pay period)
- 3) Enter Time In and Time Out for each day worked.
- 4) Enter and submit Request Time Off to charge accruals within the pay period (vacation, sick, etc).
- 5) Certify and Submit Time Record to your Supervisor.
- 6) Sign-out of SUNY Browser and Close



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## 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.

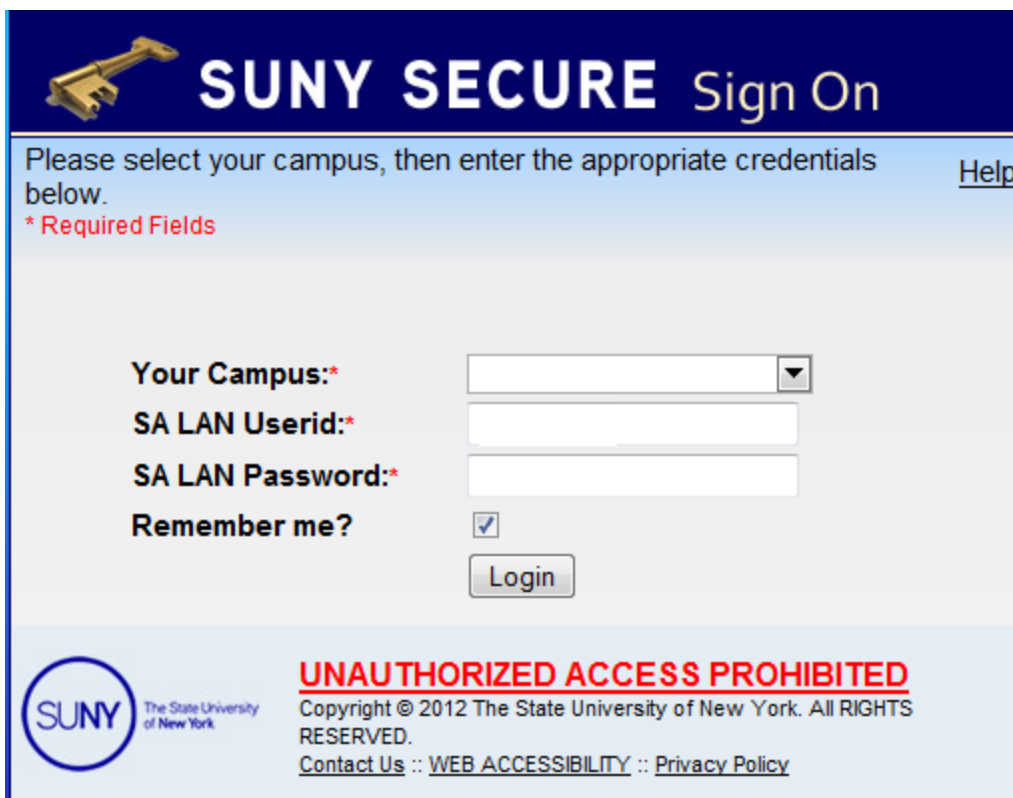



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Sign in to SUNY at:  
<http://www.suny.edu/time>

Bookmark

- 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:**



 **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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[Contact Us](#) :: [WEB ACCESSIBILITY](#) :: [Privacy Policy](#)

User ID and  
Password



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” tab.



## The State University of New York | Time & Attendance

[Home](#)

**Menu**

Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

**Name:** Classified Test

**Suny ID:** 38554

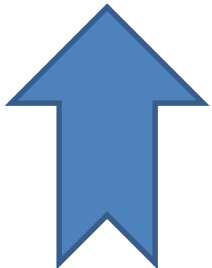
**Local Campus ID:**

### 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:

Time and Attendance Record for

Jane Doe (12345)

Employee Info | Time Record | History | Request Time Off | Work Schedule | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster

Campus: 28650

Department: 853010: System Administration Human Resources

Supervisor: John Smith

Employee Time Record for May 21 - June 3, 2015

Notes:

- 05/25/2015 is Memorial Day \*

As submitted at 2:41:17 PM

Accrual Period

05 ~ May 21 - Jun 3, 2015 ~ Working Change Period

Time Record

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Time Charged (Hours)

Date	In	Out	In	Out	+	On Call	Mdt	Stand By	Tardy	Wk	Chg	Reg	CT	OT	Ann	SL	FSL	SL	PL	DRL	CT	Holi	VRW	Lost	NoCh
Thu 5/21					[+]				0	0	0	0	0	0											
Fri 5/22					[+]				0	0	0	0	0	0											
Sat 5/23					[+]				0	0	0	0	0	0											
Sun 5/24					[+]				0	0	0	0	0	0											
Mon 5/25					[+]				0	0	7.5	7.5	0	0	0								7.5		
Tue 5/26					[+]				0	0	0	0	0	0											
Wed 5/27					[+]				0	0	0	0	0	0											
Week 1 Totals											0	7.5	7.5	0	0	0	0	0	0	0	0	7.5	0	0	0
Thu 5/28					[+]				0	0	0	0	0	0											
Fri 5/29					[+]				0	0	0	0	0	0											

Enter Time in and out in open fields.

## Employee Time Record for February 26 - March 11, 2015

\* You have pending time off requests on these days. Please refer to the details at the bottom of the page.

[illegible]

- Time record will automatically open to the current pay period in which you have been set up to being entering. To change pay periods, select from the drop down shown below and click change period.
- Enter time in and time out in the fields indicated below with time worked each day. Enter A for AM and P for PM. Military time is also accepted.
- If you need additional fields, please click on the first (+) button. This will open up more time in and out fields on the particular day.
- If employee works overtime, please indicate whether it was mandatory overtime by selecting the box under the Mdt OT column.
- To enter time for on-call (recall), please click on the (+) button under the on-call column and enter time worked.
- If employee had stand by shifts, please indicate number of shifts under the Stand By column.
- Once time worked has been entered, TAS will calculate the time worked within the summary columns (worked, charged, total, regular, comp time and overtime).
- Time charged hours are only displayed on the time record once the time off request has been approved by the supervisor (highlighted in yellow). To charge accruals, employees must submit a time off request to their supervisors. See Time off Request section.
- If an employee has pending time off request, the date of the request will appear on the time record in red with a note displayed at the top of the time record, indicating your pending request.



## Other features on the Time Record

- Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
- Paid Hours – total number of hours entered within the pay period for each pay type (Holiday, Overtime, Extra Time, Lost Time, Standby)
- Accrual Balances – summary of accrual balances for each accrual type and any amount charged within the pay period.
- View Holidays – list of all holiday/floaters that have been earned, charged and expiration date.
- PDF Report - Printable time record.
- Existing Time off Requests will be displayed.
- Audit Details of when time records have been submitted and action has been taken.

Comments

**Time Record Comments**

[No Comments.]

**Additional Comments:**  
.....

**Paid Hours**

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
LostTime	0
Standby	0

**Accrual Balances**

All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
<b>Sub-Total</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>-7.5</b>	<b>0</b>
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Ending</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

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

Save Time Record

Submit To Supervisor

Approve

Deny

View Holidays

PDF Report

View  
Holidays  
and PDF  
Report

Accrual Balances

**Existing Time Off Requests**

Nothing found to display.

**Audit Details**

Nothing found to display.



## 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 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.

**Time Record Comments**  
[No Comments.]  
  
**Additional Comments:**

**Paid Hours**

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
LostTime	0
Standby	0

**Accrual Balances**

All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
<b>Sub-Total</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>-7.5</b>	<b>0</b>
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Ending</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

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

Save Time Record

Submit To Supervisor

Approve

Deny

View Holidays

PDF Report

Existing Time Off Requests

Nothing found to display.

Audit Details

Nothing found to display.

Certify

Submit





# To Enter Time off Requests:

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

Time Off Request									
Entitlement Balances									
Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	Floater	Holiday Regular	40+ (2)
Current	40.25	207.25	0	0	0	0	0	0	0
Post-Request* (on 05/22/15)	44.00	211.00	0.0	0.0	0.0	0.0	0.0	0.0	0

\* - 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.

Existing Time Off Requests									
May 2015									
Click a day to add or update a Leave Request									
<< Year < Month Today Month > Year >>									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
					1	2			
3	4	5 1 - Vacation Leave (A)	6	7 Pay period start	8				
10	11	12 2.5 - Sick Leave (P)	13	14	15				
17	18	19	20	21 Pay period start	22	23			
24	25 Memorial Day	26	27	28	29	30			
31									

Double click on the day to enter charges.

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



## Time Off Request – continued

- 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 hours only) in the accrual type you want to charge, then select Save or Save and Submit. Once approved, the accrual charge will appear on your time record.

The screenshot shows the 'Time Off Request' form. At the top, there's a header bar with the title 'Time Off Request' and a timestamp 'As submitted at 11:22:46 AM'. Below the header, there's a 'Notes' section with a bullet point: 'Please enter comments if charging less than a full day'. The main form area is divided into two sections: 'Single Day Leave (using quarter units)' on the left and 'Multi-Day' on the right. A large blue arrow points from the 'Single Day' section to the 'Multi-Day' section, indicating the transition. The 'Single Day' section contains various leave types with corresponding input fields: Vacation, Sick, Family Sick, Holiday, Floater, Voluntary Work Reduction, Deficit Reduction, Lost Time, Military Leave, Non-Chargeable, Non-Chargeable Type (set to Administrative Leave), Personal, Compensatory, and Adjustment Reason. Each input field has a '0' in it. The 'Multi-Day' section has a 'Show Multi-Day' button. At the bottom, there's a 'Comments' field and a row of buttons: 'Save', 'Save And Submit', and 'Cancel'. A note at the bottom left states: '(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)'

**Time Off Request** As submitted at 11:22:46 AM

**Notes:**

- Please enter comments if charging less than a full day

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

**From Date:**

**Vacation:** 0

**Sick:** 0

**Family Sick:** 0

**Holiday:** 0

**Floater:** 0

**Voluntary Work Reduction:** 0

**Deficit Reduction:** 0

**Lost Time:** 0

**Military Leave:** 0

**Non-Chargeable:** 0

**Non-Chargeable Type:** Administrative Leave ▼

**Personal:** 0

**Compensatory:** 0

**Adjustment Reason:** Select ... ▼

**Comments (x):**

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

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



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# Multiple Day Time off Request:

Time Off Request	
<b>Notes:</b> <span>As submitted at 11:25:58 AM</span>	
• Please enter comments if charging less than a full day.	
<b>Multiple Day Leave (using quarter units)</b> <a href="#">Show Single-Day</a>	
From Date:	05/08/2015
* To Date (2) :	<input type="text"/> (mm/dd/yyyy)
* Charge Per Day:	<input type="text" value="1"/>
* Accrual/Leave Type:	Select ...
Adjustment Reason:	Select ...
Comments (j) :	<input type="text"/>

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

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

Enter the increment (increments of .25 hours only) in the accrual type you wish to charge, then select Save or Save and Submit.

- ❖ Save – will allow employees to enter the time off request but not submit the request to the supervisor
- ❖ Save and Submit – allows employees to save and submit the request all at once to the supervisor.

## Reminders:

- ❖ Pending Time off Request - the date of the request will appear on the time record in red with a note displayed at the top of the time record, indicating your pending request (see screen print under time record).
- ❖ Approved Time off Request – will appear under the time charged section of the time record (see screen print under time record).
- ❖ Charge accruals can not span across multiple pay period.
- ❖ If a holiday falls within a time charged, a separate entry must be submitted, excluding the holiday.



# Status of Time off Requests:

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	Floater	Holiday Regular	40+ (2)
Current	40.25	207.25	0	0	0	0	0	0	0
Post-Request* (on 05/22/15)	44.00	211.00	0.0	0.0	0.0	0.0	0.0	0.0	0

\* - 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

Click a day to add or update a Leave Request

May 2015

<< Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
		1 - Vacation Leave (A)		Pay period start		
10	11	12	13	14	15	16
		2.5 - Vacation Leave (P)				
17	18	19	20	21	22	23
	2.5 - Vacation Leave (P)			Pay period start		
24	25	26	27	28	29	30
	Memorial Day 7.5 - Holiday Comp Leave	0.5 - Vacation Leave (P)				
31						

S - Saved Time Off Request

P - Pending Time Off Request

A - Approved Time Off Request

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled? Yes No	Reason	Date Submitted	Date Approved	Submit	Withdraw	Approve	Deny
Pending	05/26/2015	0.5	Vacation Leave			05/26/2015			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	05/18/2015	2.5	Vacation Leave			05/18/2015			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	05/12/2015	2.5	Vacation Leave			05/15/2015			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approved	05/05/2015	1	Vacation Leave			05/05/2015	05/06/2015		<input type="radio"/>		

Submit Actions

Reset

## Reminders:

- ❖ Once the request has been saved or save/submit, it will appear on the calendar and under the Previously Submitted Leave Request along with the status (Saved, Pending and Approved). If you have not submitted the request to your Supervisor, select the radio button and click Submit Action. Once approved, the request will appear on the corresponding time record.
- ❖ The status of your request will also appear in parenthesis on your monthly time record (S, P, A).
- ❖ To withdraw a previously submitted leave request that has not been approved by the supervisor, simply select the withdraw radio button next to the associated request and then click Submit Actions.
- ❖ Employees will have the ability to submit a time record with pending time off request.
- ❖ Time off requests can not span across multiple pay periods.
- ❖ If a holiday falls within a time off request, a separate entry must be submitted, excluding the holiday.



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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 to Portal **Sign Off**

**The State University of New York | Time & Attendance**

Home

**Menu** Friday, November 14, 2014 • 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



# 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.



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# Time and Attendance System (TAS)

**Supervisors**

Step-by-Step



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## 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”

SUNY





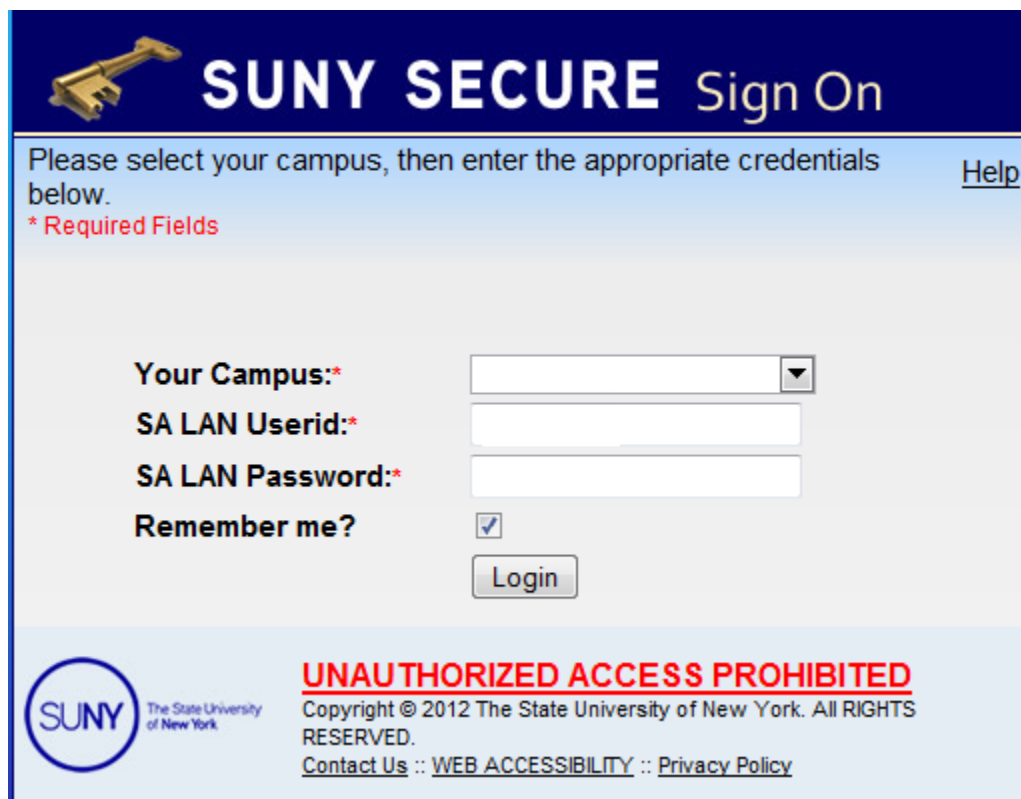
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Sign in to SUNY at:

<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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[Contact Us](#) :: [WEB ACCESSIBILITY](#) :: [Privacy Policy](#)

Suny ID and  
Password



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Then, click on  
“Time and Attendance” Tab  
to get into your time record

**SUNY SECURE** Welcome:  Campus:  [Return to Employee Portal](#) [Sign Off](#)

## The State University of New York | Time & Attendance

[Home](#)

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

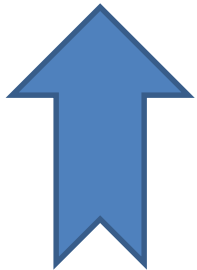
TAS Home

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

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

Displaying single result.

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





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# Supervisor Work Roster:

Click on "Work Roster," to view the pending time records and/or time off request, of your employees.

Menu	Friday, December 14, 2012 • 3:48:56 PM									
Employee: Time Record   History   Request Time Off   Home   Supervisor: [Supervisor Name]   Approver: Work Roster   Facilitator: Search   Work Roster   Campus Rules										

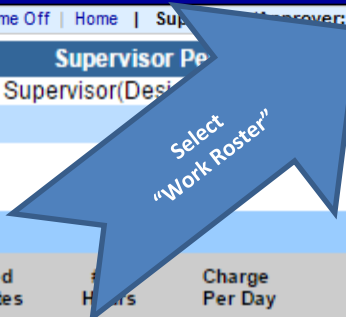
## Supervisor Pending Time Requests Roster

Supervisor(Designation) [Supervisor Name] (45678)

### Notes:

As submitted at 9:20:13 AM

- Time records must be approved in chronological order."



### Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	Hours	Charge Per Day	Charge Type	Scheduled?		Post-Request Balance*	Approval		
						Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5	2.5 Hours	Vacation Leave			44.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5	2.5 Hours	Vacation Leave			41.75	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5	0.5 Hours	Vacation Leave			45.0	<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.

### Pending Time Records Approvals

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jane Doe (12345) [Details] [History]	02	04/23/2015 - 05/06/2015	1	0	0	0
James Long (67891) [Details] [History]	02	05/07/2015 - 05/20/2015	0	0	0	0

[Submit](#) | [Reset](#)

## Employee Roster

### Current Employees

Employee	Title	Next Timesheet Date	Actions
Jane Doe (12345)	Administrative Aide	04/23/2015	[Employee Info] [Time Record] [History] [Request Time Off] [Work Schedule]



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# SUPERVISOR WORK ROSTER (CONTINUED):

## Supervisor Pending Approvals Roster

Supervisor(Designee): John Smith (45678)

As submitted at 9:20:13 AM

Notes:

- Time records must be approved in chronological order."

### Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Post-Request Balance <sup>*</sup>	Approval		
						Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5					14.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5						<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5					45.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Required action for  
Time off Request

\* 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.

### Pending Time Records Approvals

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jane Doe (12345)	02	05/06/2015	1	0	0	0
[Details] [History]						
James Long (67891)	02	05/07/2015 - 05/20/2015	0	0	0	0
[Details] [History]						

View Details or History  
of Time Record

Submit action for pending  
Time off Request

Employee Roster

### Current Employees

Employee	Title	Next Timesheet Date	Actions
Jane Doe (12345)	Administrative Aide	04/23/2015	[Employee Info] [Time Record] [History] [Request Time Off] [Work Schedule]

- 1) Pending Leave request – must be approved before any time records within the same pay period.
- 2) Determine the necessary Action (approve, Deny, or Postpone)  
\*\*Denied action requires comments for the employee's Information.
- 3) Then, "Submit"
- 4) Pending Time records – Supervisors must View Employee's Electronic Time Record by clicking on Details under the employees name. This will bring up the completed time record for the employee.
- 5) Once time record has been reviewed, determine the necessary Action (Approve or Deny)  
\*\*Denied action requires comments for the employee's Information.
- 6) 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.



- 1) 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.
- 2) ONCE ACTION HAS BEEN TAKEN, THE PENDING TIME RECORD WILL BE REMOVED FROM THE WORK ROSTER.
- 3) IF APPROVED, THE TIME RECORD WILL CHANGE TO AN APPROVED STATUS UNDER THE ACCRUAL PAY PERIOD DROP DOWN
- 4) IF DENIED, THE TIME RECORD WILL SHOW AS DENIED WITH REQUIRED COMMENTS FOR THE EMPLOYEE TO CORRECT AS NECESSARY AND RESUBMIT TO SUPERVISOR.

#### Time Record Comments

[No Comments.]

Additional  
Comments:

#### Paid Hours

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
LostTime	0
Standby	0

#### Accrual Balances

All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
<b>Sub-Total</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>-7.5</b>	<b>0</b>
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Ending</b>	<b>46.75</b>	<b>214.75</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

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

Save Time Record

Submit To Supervisor

Approve

Deny

Approve or Deny

View Holidays

PDF Report

#### Existing Time Off Requests

Nothing found to display.

#### Audit Details

Nothing found to display.



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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

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**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



The State University  
of New York

# Thank You!

- Step by Step instructions are also available for your use.
- Please contact any member of the HR Time and Attendance implementation team if we can be of further assistance.

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

SUNY