



The State University
of New York

Time and Attendance System for Student Employees



The State University
of New York

Overview of Time and Attendance System (TAS) For Student 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) Certify and Submit Time Record to your Supervisor.
- 5) Sign-out of SUNY Browser and Close


SUNY




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.

- 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

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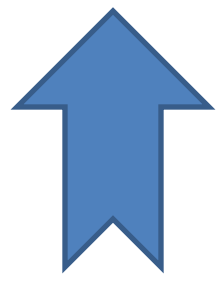
Once logged into TAS, the home page will be displayed. This includes employee information and employment roles. To begin using TAS, click on "Time and Attendance" tab.

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:

Hourly Time Record

Please select a commitment to view the time record

| Select | Stack | Group Comt ID | Effective - End Date | Account | Rate | Department | Supervisor | Duties |
|----------------------------------|-------|---------------|-------------------------|------------|-------|------------|------------|--------|
| <input checked="" type="radio"/> | 17 | rec sports | 05/20/2016 - 08/27/2016 | 9000870000 | 10.00 | Biology | Jane Smith | |
| <input type="radio"/> | 18 | rec sports | 05/20/2016 - 08/27/2016 | 9000870000 | 13.75 | English | Joe Murphy | |

Accrual Period

05/19/2016 ~ 06/01/2016 ~ New

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Hourly Time Record for 05/20/2016 - 06/01/2016 - Duties :

| Day of Week | Date | Time In | Time Out | Time In | Time Out | Time In | Time Out | + | Hours |
|----------------------|------|---------|----------|---------|----------|---------|----------|---|-------------|
| Fri | 5/20 | | | | | | | | 0.00 |
| Sat | 5/21 | | | | | | | | 0.00 |
| Sun | 5/22 | | | | | | | | 0.00 |
| Mon | 5/23 | | | | | | | | 0.00 |
| Tue | 5/24 | | | | | | | | 0.00 |
| Wed | 5/25 | | | | | | | | 0.00 |
| Week 1 Totals | | | | | | | | | 0.00 |
| Thu | 5/26 | | | | | | | | 0.00 |
| Fri | 5/27 | | | | | | | | 0.00 |
| Sat | 5/28 | | | | | | | | 0.00 |
| Sun | 5/29 | | | | | | | | 0.00 |
| Mon | 5/30 | | | | | | | | 0.00 |
| Tue | 5/31 | | | | | | | | 0.00 |
| Wed | 6/1 | | | | | | | | 0.00 |
| Week 2 Totals | | | | | | | | | 0.00 |
| Total Hours | | | | | | | | | 0.00 |
| Hourly Rate | | | | | | | | | 10 |
| Total Amounts | | | | | | | | | 0.00 |

Time Record Comments

[No Comments]

Additional Comments:

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

[Save Time Record](#) [Submit To Supervisor](#)

ual
riod

Enter
Time in
and
out in
fields

1. If you have multiple commitments, please select commitment stack with appropriate department, supervisor and rate in which you need to enter time worked.
2. Then select the accrual period in which you will be entering your time for. Accrual period status:
 - New – new time record
 - Working – working on time record
 - Pending – submitted to supervisor and awaiting action.
 - Approved – supervisor approved time record
 - Denied – supervisor denied time record
3. Enter the accurate time in/out per day, multiple times a day if needed. Please enter “A” for AM and “P” for PM. . Click on Save Time Record after each entry.
4. Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
5. Once your hours of obligation has been completed and entered for the pay period, please check the box certifying the information that has been entered is accurate and then click on 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.
6. Once you have submitted your time record to your supervisor, the status will change to pending until approved.
7. Total Hours – total number of hours entered within the pay period.
8. PDF Report - Printable time record.
9. Audit Details of when time records have been submitted and action has been taken.



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Warning/Error messages within TAS:

Warning & Error Messages:

Warnings:

- Total work hours across duties exceed 20 hours
- Total work hours across duties exceed 29 hours
- A break in work hours is required if a work day is longer than 6 hours continuously.
- You have entered only time in for one or more work period(s). Please enter corresponding time out before submitting the time sheet.
- You cannot approve an incomplete timesheet. In one or more of the work period(s), only time-in is entered (for supervisor only).
- You cannot approve or deny an empty timesheet (for supervisor only).
- Payments with overlapping dates exists in this pay period.
- Total payment amount (\$) is close to or exceed the award amount (TAS Payment Roster only).

Errors:

- The fiscal year associated with this timesheet has ended. Please contact your HR Department for payroll processing (for student only).
- Please deny this timesheet. The fiscal year associated with the timesheet has ended. Student employee must contact HR Department for payroll processing (for supervisor only).

A large, light blue watermark of the SUNY logo is visible in the bottom right corner of the slide.

Notifications:

For the supervisor:

- *You have a pending student time record needing your review and action.*

If a supervisor does not take action on the employee's time record within the timeframe specified by the campus, the time record will be moved up to the supervisor's supervisor.

For the student if the time record is denied by either the supervisor or by the payroll department from the TAS Payment Roster:

- *Your Time Record has been disapproved. Please log in to review the denial comments.*



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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](#)

Home The State University of New York | Time & Attendance

Menu Friday, October 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



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.



The State University
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Time and Attendance System (TAS)

Supervisors

Step-by-Step



The State University
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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
- 4) Select “Details” to view employee’s time record.
- 5) Select “Approve” or “Deny”

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

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Suny ID and
Password

UNY

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

SUNY SECURE The State University of New York | Time & Attendance

Home

Menu Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

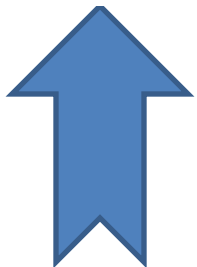
Name: Classified Test **Suny ID:** 38554
Local Campus ID:

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





Supervisor Work Roster:

Menu Friday, July 8, 2016 • 10:15:25 AM

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

Supervisor: Joe (12345)

Notes:
• Time records must be approved in chronological order.*
As submitted at 10:15:14 AM

Pending Leave Requests
[No Pending Leave Requests.]
* - Estimated Pst-Request Balances are based on the current accrual and may not reflect the actual balance on that date. These amounts are for planning purposes only.
Submit | Reset

Pending Time Records Approvals

| Hourly Employee | Neg. Unit | Accrual Period | Hourly Rate | Hours Worked |
|--------------------|-----------|-----------------------|-------------|--------------|
| Joe Smith (987654) | 71 | 07/01/2016-07/13/2016 | 9.75 | 16 |

[Details] | [History]

Submit | Reset

Employee Roster

Current Employees

| Employee | Title | Next Timesheet Date | Actions |
|--------------------|----------------------------|---------------------|--|
| Judith Doe (12345) | Senior Personnel Associate | 07/01/2016 | [Employee Info] [Time Record] [History] [Request Time Off] |

Supervisor Business Details

| Select | Stack | Group | Comp ID | Effective - End Date | Account | Rate | Department | Supervisor | Duties |
|-------------------------------------|-------|-------|---------|-------------------------|------------|------|-------------------|----------------|-------------|
| <input checked="" type="checkbox"/> | 4 | | 1485 | 07/01/2016 - 06/30/2017 | 9008780000 | 9.75 | 4 330 Call Center | BethAnn Lubert | Call Center |

Hourly Time Record for 07/01/2016 - 07/13/2016 - Duties : Call Center

| Day of Week | Date | Time In | Time Out | Time In | Time Out | + | Hours |
|---------------|------|---------|----------|---------|----------|-----|--------|
| Fri | 7/1 | 08:00a | 12:00p | | | 1.5 | 4.00 |
| Sat | 7/2 | | | | | 1.5 | 0.00 |
| Sun | 7/3 | | | | | 1.5 | 0.00 |
| Mon | 7/4 | 02:00p | 04:00p | | | 1.5 | 2.00 |
| Tue | 7/5 | | | | | 1.5 | 0.00 |
| Wed | 7/6 | 02:00p | 04:00p | | | 1.5 | 2.00 |
| Week 1 Totals | | | | | | | 12.00 |
| Thu | 7/7 | 08:00a | 12:00p | | | 1.5 | 4.00 |
| Fri | 7/8 | | | | | 1.5 | 0.00 |
| Sat | 7/9 | | | | | 1.5 | 0.00 |
| Sun | 7/10 | | | | | 1.5 | 0.00 |
| Mon | 7/11 | 12:00p | 04:00p | | | 1.5 | 4.00 |
| Tue | 7/12 | | | | | 1.5 | 0.00 |
| Wed | 7/13 | | | | | 1.5 | 0.00 |
| Week 2 Totals | | | | | | | 4.00 |
| Total Hours | | | | | | | 16.00 |
| Hourly Rate | | | | | | | 9.75 |
| Total Amounts | | | | | | | 166.00 |

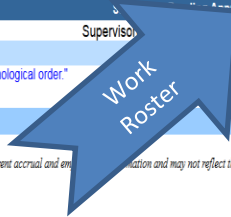
Time Record Comments
[No Comments.]

Additional Comments:

Approve | Deny

Audit Details

| Action Type | Created Date | Created By User | Modified Date | Modified By User |
|-------------|--------------|-----------------|---------------|------------------|
|-------------|--------------|-----------------|---------------|------------------|



1. Click on Work Roster, to view pending time records for your employees.
2. If you have multiple employees reporting to you in different bargaining units, they will be displayed separately on your work roster for your convenience.
 - Unclassified Employee
 - Classified Employees
 - Hourly Employees
3. Select "Details" under Pending Time Records Approvals to view time record to take action on.
4. Under the Employee Roster, 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.
5. 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.
6. Once action has been taken, the pending time record will be removed from the work roster.
7. If approved, the time record will change to an approved status under the accrual pay period drop down.
8. If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
9. If time record has been approved, the total hours worked will roll into the TAS Payment Roster for the payroll department to audit and send the payment to OSC.



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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.

The screenshot shows the SUNY Time & Attendance portal interface. At the top left, there is a 'SUNY SECURE' banner with a key icon. Below it, a navigation bar includes 'Home' and 'Menu'. The main header area displays 'The State University of New York | Time & Attendance' and the date 'December 14, 2012 • 3:19:13 PM'. A blue arrow labeled 'Sign Off' points to the 'Sign Off' link in the top right corner of the page. Below the header, there is a navigation menu with links for 'Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules'. The main content area is titled 'Time and Attendance Record for Jane Doe (00001)' and includes a sub-menu with links for 'Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster'. At the bottom, it shows 'Campus: 28650' and 'Department: 853005: University-wide Human Resources', along with 'Supervisor: John Smith'.



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.