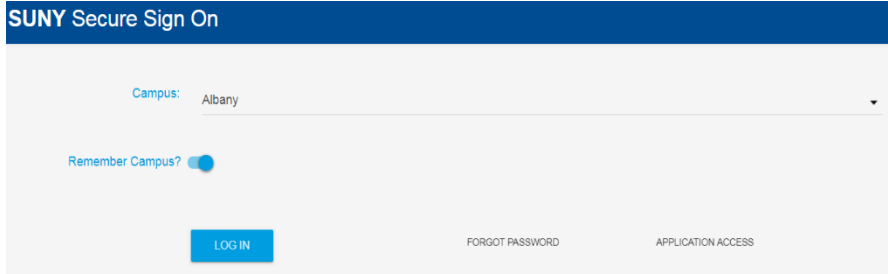
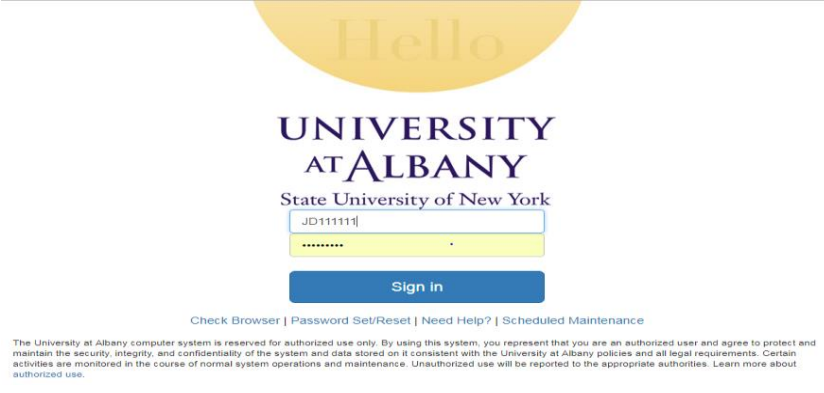
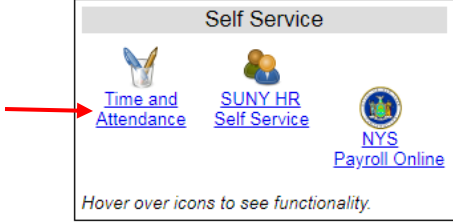

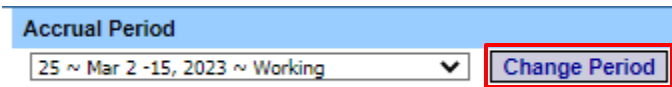
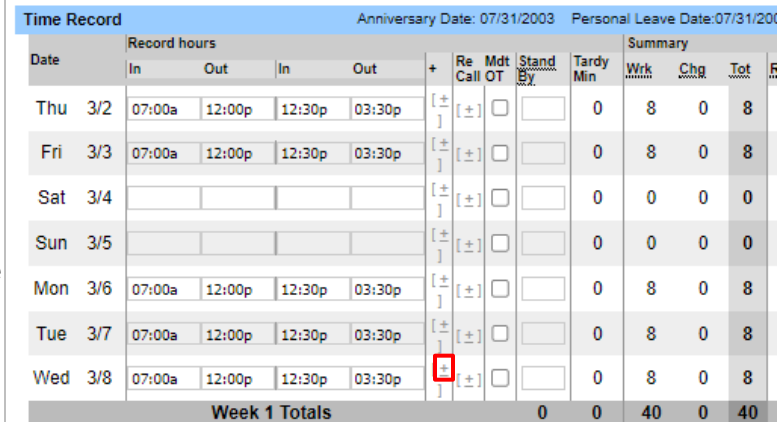
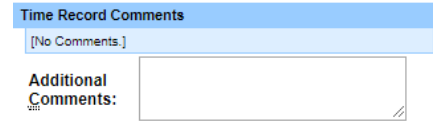

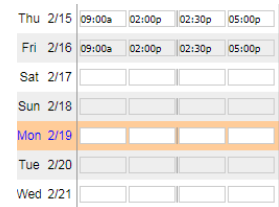



# SUNY HR Time and Attendance System (TAS)

## Classified Employee Time Record Entry Quick Reference

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time and Attendance System	<ul style="list-style-type: none"> <li>➤ Begin at <a href="http://www.suny.edu/hrportal">www.suny.edu/hrportal</a>. *We recommend using Firefox or Chrome as your Internet browser.</li> <li>➤ Select <b>Albany</b> for the campus.</li> <li>➤ Log in with your UAlbany username and password.</li> </ul>	 
2	Access the Time & Attendance Section	<ul style="list-style-type: none"> <li>➤ Click <b>Time and Attendance</b> in the Self Service section.</li> </ul>	

Step	Purpose	Action	Screenshots
3	Select your Current Employment Role	<ul style="list-style-type: none"> <li>➤ Select your current employment role (if not already selected).</li> <li>➤ Click the <b>Time and Attendance</b> button.</li> </ul>	 <p>The screenshot shows a table titled 'Employment Roles' with columns: Status, Role Type, and Effective Dates. There are two rows: 'Current' (Regular State Employee, 01/09/2006 - [No End Date]) and 'History' (College Work Study State Employee, 08/25/2003 - 09/11/2003). A red arrow points to the 'Current' row. Below the table, the 'Time and Attendance' button is highlighted with a red box.</p>
4	Select Accrual Period	<ul style="list-style-type: none"> <li>➤ Check that the correct accrual period is selected. If incorrect use the <b>Accrual Period</b> drop down box to select the correct period.</li> <li>➤ Click <b>Change Period</b>.</li> </ul>	 <p>The screenshot shows a dropdown menu titled 'Accrual Period' with the selected value '25 ~ Mar 2 -15, 2023 ~ Working'. To the right of the dropdown is a button labeled 'Change Period', which is highlighted with a red box.</p>
5	Enter Work Hours	<ul style="list-style-type: none"> <li>➤ Click the <b>In</b> cell to enter the time you started to work.</li> <li>➤ Enter your start time and enter '<u>a</u>' for AM or '<u>p</u>' for PM and press <b>Tab</b>.</li> <li>➤ In the <b>Out</b> cell, enter the time you finished working or started your meal break. Enter '<u>a</u>' for AM or '<u>p</u>' for PM and press <b>Tab</b>.</li> <li>➤ Continue entering your <b>Time In and Out</b> in the appropriate fields.</li> <li>➤ If you need additional fields, please click on the first (+) button. This will open additional time in and out fields.</li> <li>➤ Once time worked has been entered, the system will calculate the time worked within the summary columns (worked, charged, total, regular, comp time and overtime).</li> <li>➤ The full shift (in/out) must be entered on the date the shift started (even for evening shifts).</li> </ul>	 <p>The screenshot shows a 'Time Record' table with columns: Date, Record hours (In, Out), and Summary (Wkr, Chg, Tot, Reg, Ovt). The table displays data for a week starting on Thursday 3/2. The 'In' and 'Out' times are entered for each day. The 'Week 1 Totals' row shows 0 worked, 0 charged, 40 total, 0 regular, and 40 overtime.</p>

Step	Purpose	Action	Screenshots
6	Enter Optional Comments	<ul style="list-style-type: none"> <li>➤ Enter <b>Additional Comments</b> if applicable.  <i>*Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</i></li> </ul>	
7	Requesting Time Off	<ul style="list-style-type: none"> <li>➤ All time off for Classified employees must be requested using the <b>Request Time Off</b> feature in this system.</li> <li>➤ Time charged hours are only displayed on the time record once the time off request has been approved by the supervisor*. To charge accruals, employees must submit a time off request to their supervisor. See <a href="#">Requesting Time Off</a> instructions.  <i>*If the approved request is for a date in the future, it will not show until that date.</i></li> </ul>	
8	Holidays	<ul style="list-style-type: none"> <li>➤ Holidays will appear highlighted on your time record once the date of the holiday has been reached.</li> <li>➤ If you do not work on a holiday, no action is necessary.</li> <li>➤ If you worked a full or partial holiday, please see the training guide for the additional steps necessary.</li> <li>➤ You can view holiday information by clicking on the green <b>View Holiday</b> button.</li> </ul>	
9	Save Time Record	<ul style="list-style-type: none"> <li>➤ Click the <b>Save Time Record</b> button to save your time record to work on it at a later time.  <i>* Warning: If you do not click the 'Save Time Record' button, all of your work hours will be deleted.</i></li> <li>➤ Clicking 'Save Time Record' will not submit your time record to your supervisor (see next step).</li> </ul>	

Step	Purpose	Action	Screenshots																																																																																																																																																																																																																																																													
10	Final Review	<ul style="list-style-type: none"><li>➤ Perform a final review of your record prior to submitting it to your supervisor for review. Check that the Week one, Week two and Payroll Period totals are accurate.</li><li>➤ If any issues are found, check daily totals, and review the a/p (a.m, p.m) next to your recorded hours. Please correct any data entry errors prior to submitting to your supervisor for approval.</li><li>➤ If any updates have been made, save your record again.</li></ul>	<table><thead><tr><th>Date</th><th colspan="4">Record hours</th><th></th><th>Re</th><th>Mkt</th><th>Stand</th><th>Tardy</th><th colspan="3">Summary</th></tr><tr><th></th><th>In</th><th>Out</th><th>In</th><th>Out</th><th>+</th><th>Call</th><th>OT</th><th>By</th><th>Min</th><th>Wk</th><th>Chg</th><th>Tot</th></tr></thead><tbody><tr><td>Thu 3/2</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Fri 3/3</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Sat 3/4</td><td></td><td></td><td></td><td></td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Sun 3/5</td><td></td><td></td><td></td><td></td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Mon 3/6</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Tue 3/7</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Wed 3/8</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td colspan="10">Week 1 Totals</td><td>0</td><td>0</td><td>40</td><td>0</td><td>40</td></tr><tr><td>Thu 3/9</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Fri 3/10</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Sat 3/11</td><td></td><td></td><td></td><td></td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Sun 3/12</td><td></td><td></td><td></td><td></td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Mon 3/13</td><td>08:30a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>6.5</td><td>1.5</td><td>8</td></tr><tr><td>Tue 3/14</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td>Wed 3/15</td><td>07:00a</td><td>12:00p</td><td>12:30p</td><td>03:30p</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>8</td><td>0</td><td>8</td></tr><tr><td colspan="10">Week 2 Totals</td><td>0</td><td>0</td><td>38.5</td><td>1.5</td><td>40</td></tr><tr><td colspan="10">Payroll Period Totals</td><td>0</td><td>0</td><td>78.5</td><td>1.5</td><td>80</td></tr></tbody></table>	Date	Record hours					Re	Mkt	Stand	Tardy	Summary				In	Out	In	Out	+	Call	OT	By	Min	Wk	Chg	Tot	Thu 3/2	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Fri 3/3	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Sat 3/4					[+]				0	0	0	0	Sun 3/5					[+]				0	0	0	0	Mon 3/6	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Tue 3/7	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Wed 3/8	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Week 1 Totals										0	0	40	0	40	Thu 3/9	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Fri 3/10	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Sat 3/11					[+]				0	0	0	0	Sun 3/12					[+]				0	0	0	0	Mon 3/13	08:30a	12:00p	12:30p	03:30p	[+]				0	6.5	1.5	8	Tue 3/14	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Wed 3/15	07:00a	12:00p	12:30p	03:30p	[+]				0	8	0	8	Week 2 Totals										0	0	38.5	1.5	40	Payroll Period Totals										0	0	78.5	1.5	80
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11	Submit Time Record	<ul style="list-style-type: none"><li>➤ Click the checkbox next to 'I certify that this time report represents a correct accounting for the specified period'.</li><li>➤ Click <b>Submit to Supervisor</b>.</li></ul>	<p><input type="checkbox"/> I certify that this time report represents a correct accounting for the specified period.</p> <p><b>Submit To Supervisor</b> Save Time Record Cancel/Return to Home</p>																																																																																																																																																																																																																																																													

Please review the Full Training Document or the Recorded Webinar for additional information.

Questions?

Full Training Guide: <https://www.albany.edu/hr/assets/Classified-TAS-training.pdf>

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