



UNIVERSITY^{AT}ALBANY
State University of New York

SUNY HR Time and Attendance System (TAS)

PROFESSIONAL EMPLOYEE TRAINING DOCUMENT

Agenda

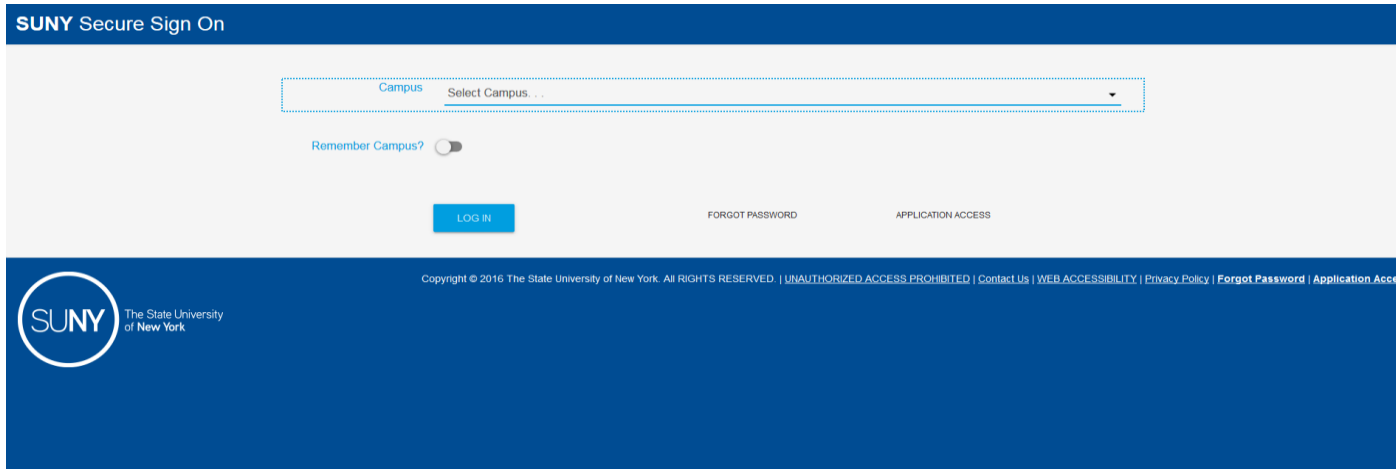
- ▶ [Logging Into the SUNY HR Portal](#)
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Introduction

- ▶ The SUNY HR Time and Attendance System (TAS) is an electronic time reporting system that is replacing MyUAlbany for time records purposes.
- ▶ You will continue to be required to report the usage or non-usage of accruals on a monthly basis.
- ▶ You will be notified by Time Records when you should stop using MyUAlbany for time records purposes and start using TAS.

Logging into the SUNY HR portal

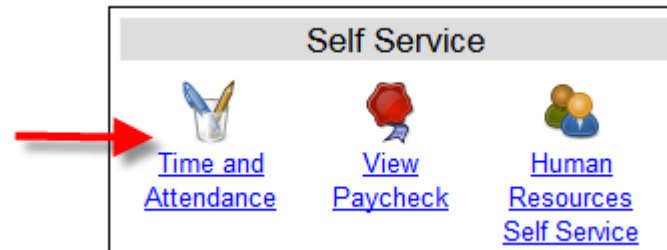
- ▶ To get to the SUNY HR portal use this link: www.suny.edu/hrportal.
- ▶ Select Albany from the drop down menu for the campus field.
- ▶ Your username and password are the same as when logging in to your campus email (NetID and password). Contact the ITS helpdesk at 518-442-3700 if you do not know your Net ID and password. Once you have entered your username and password click done.



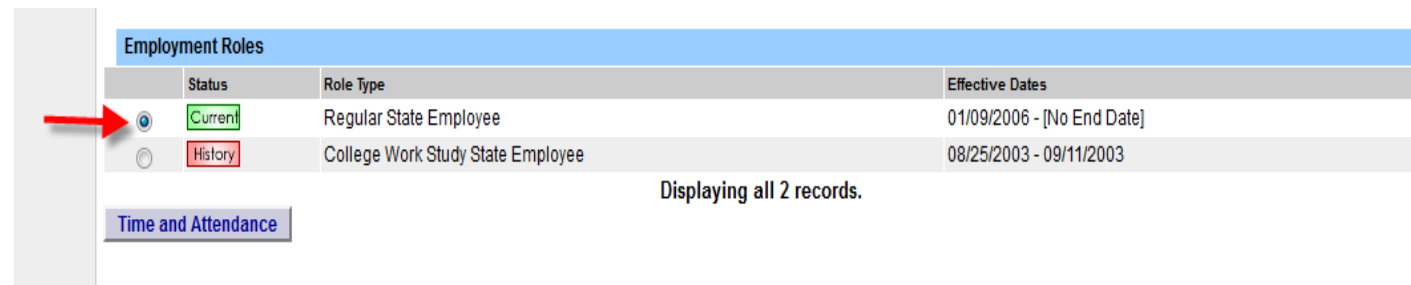
The screenshot shows the 'SUNY Secure Sign On' login interface. At the top is a blue header with the text 'SUNY Secure Sign On'. Below this is a light gray form area containing a 'Campus' dropdown menu with the text 'Select Campus...' and a small downward arrow. Below the dropdown is a 'Remember Campus?' toggle switch, which is currently turned off. At the bottom of the form area are three buttons: a blue 'LOG IN' button, a 'FORGOT PASSWORD' link, and an 'APPLICATION ACCESS' link. The bottom of the page features a dark blue footer with the SUNY logo (a circle with 'SUNY' inside) and the text 'The State University of New York'. To the right of the logo is a line of small text: 'Copyright © 2016 The State University of New York. All RIGHTS RESERVED | UNAUTHORIZED ACCESS PROHIBITED | Contact Us | WEB ACCESSIBILITY | Privacy Policy | Forgot Password | Application Access'.

Logging into the SUNY HR portal

- ▶ Click on the **Time and Attendance** link located in the Self Service box (see example below).



- ▶ For security purposes you will be asked for your date of birth.
- ▶ Select the current employment role (if not already selected) and click the **Time and Attendance** button.



Sample Time Record

A – Accrual Period

B – Accrual Balances

C – Time Charged

Employee Time Record for June 2018

Accrual Period

A June 2018 ~ Working

Change Period

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Lost Time	Floater	Holiday	Regular	Time	Non-Chargeable Reason
Beginning	48.75	95.00	0.00	0.00	0.00	0.00	0.00	0.00	
Charged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
B Sub-Total	48.75	95.00	0.00	0	0.00	0.00	0.00	0.00	
Earned	1.75	1.75	0.00	0.00	0.00	0.00	0.00	0.00	
Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Ending	50.50	96.75	0.00	0.00	0.00	0.00	0.00	0.00	

* Includes family sick leave balance

Time Charged

Click a day to add or update an Accrual Charge

June 2018

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

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

Nothing found to display.

☐ 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

Selecting an Accrual Period

- Once in your record, you will see the current reporting month displayed in the Accrual Period field ([see A](#)). If you need to report for an earlier (or different month), you can change the reporting month using the drop down box and clicking **Change Period** (see B).



Time and Attendance Record for
Kathy [redacted]
Time Record | History | Request Time Off
Campus: 28010
Department: 853010: Human Resources Management
Supervisor: Merissa L Mabey

Employee Time Record for May 2018

Accrual Period
May 2018 ~ Working [dropdown] Change Period

- Next to the Accrual Period, the status of Working, Pending or Approved will appear. Working means you can make entries, Pending means you can make entries, but the record has gone to your supervisor for their review, and Approved means your supervisor has approved that month's record.
- You can make entries for future months in advance, but time records must be submitted in date order.

Recording Time Off

- ▶ Accrual usage is entered in the Time Charged section of your record.

Note – TAS has a **Request Time Off feature. At this time, we are not utilizing it. Additional information on this feature will be distributed at a later date.*

- ▶ Double click on the day you need to enter accrual usage for. This will open a new screen (see next slide) where you will enter your leave type(s) and amount(s).

Time Charged							Click a day to add or update an Accrual Charge
May 2018							
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 Memorial Day	29	30	31			

Recording Time Off – Single Day

- ▶ The new screen is for single (or partial) day absences. Enter the amount of accrual usage in quarter day increments (.25, .50, .75, 1) next to the appropriate accrual type(s), then select. Save (see A).

Time Record Posting As submitted at 12:58:34 PM

Notes:

- Please enter comments if charging less than a full day.

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

From Date: 06/04/2018

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Lost Time:


Military Leave:

Non-Chargeable:

Non-Chargeable Type:

Adjustment Reason:

Comments (c) :


A 

Recording Time Off – Multiple Day Absence

- ▶ Double click on the first day of your absence on the Time Charged section of your record. This will open the same screen used for single day entries.
- ▶ At the top right of the new screen, click on the **Show Multi-Day** button.
- ▶ On the Multiple Day Leave screen, enter the end date of your absence. This date must be within the same month as the beginning date of the absence. If your absence spans two months, a separate entry must be made for the following reporting month.
- ▶ Select the amount of accruals to be charged each day in quarter day increments and select the type(s) of accruals. This amount of time and type(s) of accruals will be charged for each workday within the date range you input.
- ▶ If a holiday falls during a multiple day absence, two entries must be made. The first should be for the period prior to the holiday and the second for the period after the holiday, excluding the holiday. If the holiday is included in the date range, accruals will be charged on the holiday.

Non-Chargeable Leave and FMLA

- ▶ Certain absences do not require a charge to your accruals. These are considered non-chargeable absences. To record this time off of work, you will need to follow the process for recording time off. However, instead of indicating accrual usage, indicate the number of hours that day that should be non-chargeable and select the reason.
 - Jury Duty, Cancer Screening, Unpaid Workers' Compensation Leave and Leave Without Pay are examples of non-chargeable leave types.
 - Documentation supporting non-chargeable absences must be submitted to Time Records in UAB-300.
- ▶ If you are approved for Family Medical Leave, Time Records can instruct you on how to label your absence(s) as FMLA.

Single Day Leave (using quarter units)	
From Date:	06/22/2018
Vacation:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
Family Sick:	<input type="text" value="0"/>
Holiday:	<input type="text" value="0"/>
Floater:	<input type="text" value="0"/>
Voluntary Work Reduction:	<input type="text" value="0"/>
Lost Time:	<input type="text" value="0"/>
Military Leave:	<input type="text" value="0"/>
Non-Chargeable:	<input type="text" value=".25"/>
Non-Chargeable Type:	Cancer Screening ▼
Adjustment Reason:	Select ... ▼
Comments (g) :	Cancer Screening - Documentation will be sent to Time Records. 

Holidays

- ▶ The system assumes that employees will not be working on a regular holiday. If you work on a holiday, you should enter the amount of time worked in quarter day increments in the Holiday Time Worked section (see A), found towards the bottom right of your time record. Once this has been done, the system will record the amount of time worked as Holiday (regular) time earned.

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
Lincoln's Birthday	Y	02/12/2018	1
Washington's Birthday	N	02/19/2018	0

B

A

- ▶ The system assumes that employees will be working on a floating holiday and will automatically populate the Earned Amount field to represent the floater being earned (see B). If you do not work on a floating holiday, you must replace the 1 with 0.
- ▶ A holiday listing can be found here: https://www.albany.edu/hr/assets/HR_Holiday_Memo.pdf.

General Information

- ▶ After making any changes to your record, it is important to click [Save Time Record](#) at the bottom of your record. This will not submit your record. If your record is not saved, any changes you have made will be lost.
- ▶ You can enter comments for your personal reference, or for your supervisor, in the Time Record Comments Field. Please note that entries in this field are a permanent record.
- ▶ If you would like a paper copy of your Time Record, you can print one by clicking on the [PDF Report](#).
- ▶ You can view prior time records by selecting the [History](#) link located below your name. History is only available as of the date you started using SUNY HR TAS.

Submitting Your Time Record

- ▶ When the time record is complete, click on the “I certify...” box and select Submit to Supervisor.
- ▶ If, during a month, no accrual usage or non-chargeable leave occurred – AND – you did not work on a holiday, the only action you need to take is to Certify and Submit your time record.

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

Submit To Supervisor

Save Time Record

Cancel/Return to Home

Closing

- ▶ You now have all of the information you need to start using the SUNY HR Time and Attendance System.
- ▶ Please refer to the instructions you received from Time Records regarding the month you should start reporting electronically through this system.

QUESTIONS??

timerecords@albany.edu

Phone: (518) 437-4715 Fax: (518) 437-4731

University Administration Building (UAB) – Room 300

https://www.albany.edu/hr/prof_leave.php