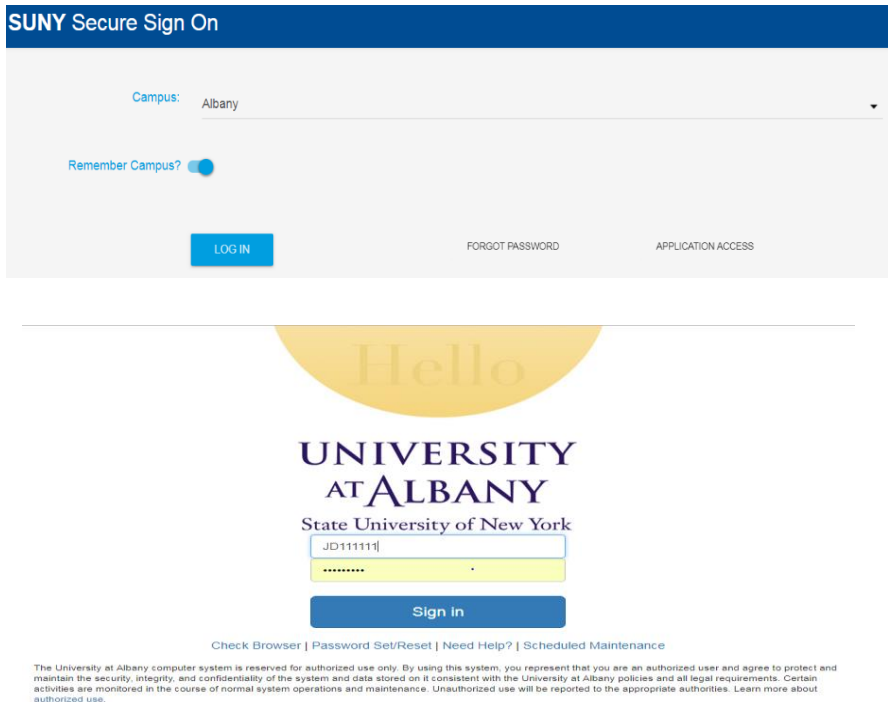
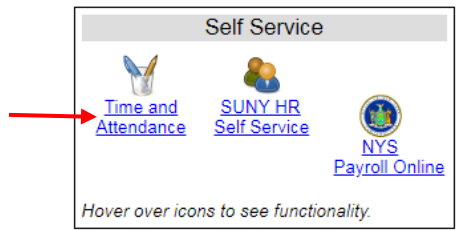


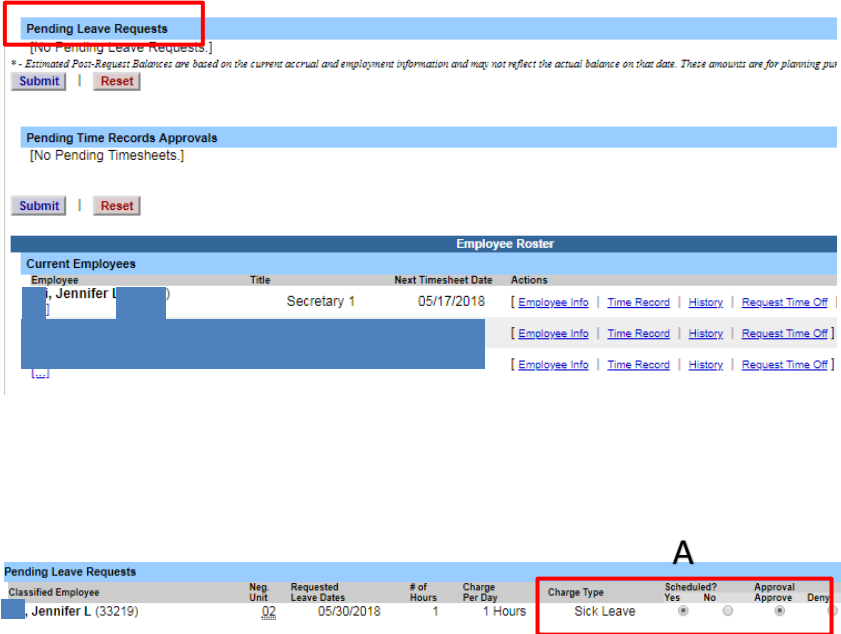


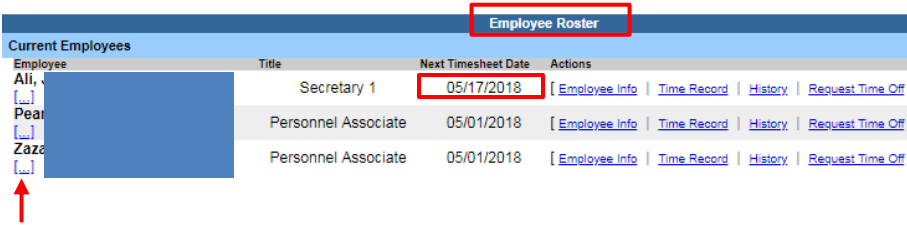
SUNY HR Time and Attendance System (TAS)

Supervisor Guide – Reviewing Classified Time Records

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time And Attendance System	<ul style="list-style-type: none"> ➤ Begin at www.suny.edu/hrportal. ➤ Select Albany for the campus. ➤ Log in with your UAlbany username and password. <p><i>*As a supervisor, you will get emails notifying you that you have pending time and attendance items that require your attention. These emails will be sent at night from DoNotReply@suny.edu. We suggest logging in to SUNY HR TAS on a regular basis to review your supervisor roster.</i></p>	
2	Access the Time and Attendance Section	<ul style="list-style-type: none"> ➤ Click Time and Attendance in the Self Service section. 	

Step	Purpose	Action	Screenshots
3	Select your Current Employment Role	<ul style="list-style-type: none"> ➤ Select your current employment role (if not already selected). ➤ Click the Time and Attendance button. 	
4	Navigate to your Supervisor Work Roster	<ul style="list-style-type: none"> ➤ Click on the Supervisor Work Roster link under your name. 	
5	Review Pending Leave Requests	<ul style="list-style-type: none"> ➤ The Pending Leave Request Section lists all time off requests requiring your attention. ➤ It is important to review pending leave requests before reviewing pending time records. ➤ To approve a time off request, click on the button in the approve column and submit. ➤ Once a request has been approved the information will flow to the employee's time record (if the approved request is for a date in the future, it will not show on their record until that date). ➤ To deny a request, click on the button in the deny column. A reason for the denial must be entered in the comment field. Once the comment is entered, click submit. The denial and comment will be sent back to the employee. ➤ If an employee is charging sick time (including family sick), you as the supervisor must indicate if the absence was scheduled (yes) or unscheduled (no) when approving the request (See A). 	

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6	Review the Time Record	<ul style="list-style-type: none">➤ The Pending Time Records Approval section is the second section on your Supervisor Work Roster.➤ To review a Classified employee's time record, click on the Details link under their name. This will bring up the two week time record for your review.➤ Review information in the Record Hours section to ensure time in/out was entered accurately for all days worked. It is important to make sure that a (for AM) and p (for PM) were entered accurately to make sure the correct number of hours are accounted for.➤ Review the Summary section, specifically, the week 1 and Payroll Period Totals. Typically these will be 37.5 or 40 and 75 or 80 for full-time employees dependent on their schedule.➤ Review the Paid Hours section. This summarizes any Overtime or Holiday time to be paid.➤ Review the Time Charged section for accuracy.	<div><div>Pending Time Records Approvals</div><div><div>Classified Employee</div><div>Jennifer L. (33219)</div><div>Details History</div></div><div><div>Neg. Unit</div><div>02</div></div><div><div>Accrual Period</div><div>05/17/2018 - 05/30/2018</div></div><div><div>Time Charged (Hours)</div><div>Vacation0Sick1.5Holiday7.5Other0</div></div></div> <div><div>Time Record</div><div><div>Record hours</div><div>Summary</div></div><div><div>Anniversary Date: 04/12/2001</div><div>Personal Leave Date: 04/12/2001</div><div>Accrual Type: 1</div></div><table><thead><tr><th>Date</th><th>In</th><th>Out</th><th>In</th><th>Out</th><th>+</th><th>Re Call</th><th>Mdt</th><th>OT</th><th>Stand By</th><th>Tardy Min</th><th>Wrk</th><th>Chg</th><th>Tot</th><th>Reg</th><th>CT</th><th>OT</th></tr></thead><tbody><tr><td>Thu 5/17</td><td>09:00a</td><td>02:00p</td><td>02:30p</td><td>05:00p</td><td>[+]</td><td>[+]</td><td></td><td></td><td></td><td>0</td><td>7.5</td><td>0</td><td>7.5</td><td>7.5</td><td>0</td><td>0</td></tr><tr><td>Fri 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7	Approve or Deny the Time Record	<ul style="list-style-type: none">➤ If the Time Record is accurate, click on the Approve button and the record will move from pending to approved status.➤ If the Time Record is not accurate, enter a comment in the box, explaining your reason for denying the record and click the Deny button. The Time Record will be returned to the employee with the comment for correction.➤ See full training document for information on the shift change indicator.	<div><div><input type="checkbox"/> Shift change indicator</div><div><input type="checkbox"/> I certify that this time report represents a correct accounting for the specified period.</div><div><div>Save Time Record</div><div>Submit To Supervisor</div><div>Delete Time Record</div><div>Approve</div><div>Deny</div></div><div><div>View Holidays</div><div>PDF Report</div></div></div>																																																																																																																																																																																																																																																																																																																																	

Step	Purpose	Action	Screenshots
8	Employee Roster	<p>➤ The last section on the Supervisor Work Roster is the Employee Roster. This lists the employees whose Time Records you are responsible for and provides you with links to access their Time Records information.</p> <p>➤ It is important to review the “Next Timesheet Date” column on your roster. This date is the start date of the most recent time record that has not yet been approved. In the screenshot on the right, the top row lists 5/17/18 as the next timesheet date. This means that the record ending 5/16/18 has been approved. Ultimately, a supervisor is responsible to ensure all supervisees’ time records are up to date.</p> <p>➤ If [...] appears under an employee’s name, this indicates the employee is also a supervisor within your department. If you click on the [...] their supervisor work roster will be brought up, and you can review time records information for they employees they supervise.</p>	

Please notify The Office of Human Resources if a Classified Employee’s daily schedule or pass days change. It is important that TAS is updated accordingly.

Questions?

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

timerecords@albany.edu

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