SUNY HR Time and Attendance System (TAS)

STUDENT EMPLOYEE TRAINING DOCUMENT

Agenda

▶ Logging in to the SUNY HR portal

▶ Navigating Your Time Record

▶ Time Entry

▶ Submitting Your Time Record

▶ Reviewing Your Time Records History

▶ Time Records Contact Information

Introduction

▶ The SUNY HR Time and Attendance System (TAS) is an electronic time reporting system that is replacing the current paper process.

▶ You will use this system to record your time at shift start and out at shift end. At the end of the pay period, you will submit your timesheet to your supervisor for review. Your supervisor will review your time worked, work with you to make any needed changes and will approve your completed timesheet. Your timesheet will automatically flow to the Payroll office for review and then to the payroll system.

▶ Know your department's procedure and deadline for submitting your time sheet to your supervisor. Time sheets not submitted timely will be paid late.

SUNY HR Portal User Verification

▶ To get to the SUNY HR portal use this link: www.suny.edu/hrportal.

▶ If logging in for the first time, a verification screen will appear. If not continue to the next slide.

You must provide:

- ▶ First Name
- ▶ Last Name
- ▶ SUNY ID number
- ▶ Date of Birth
- ▶ UAlbany User Name (the one that you use to sign into MyUAlbany

▶ Once complete, click **Submit.**
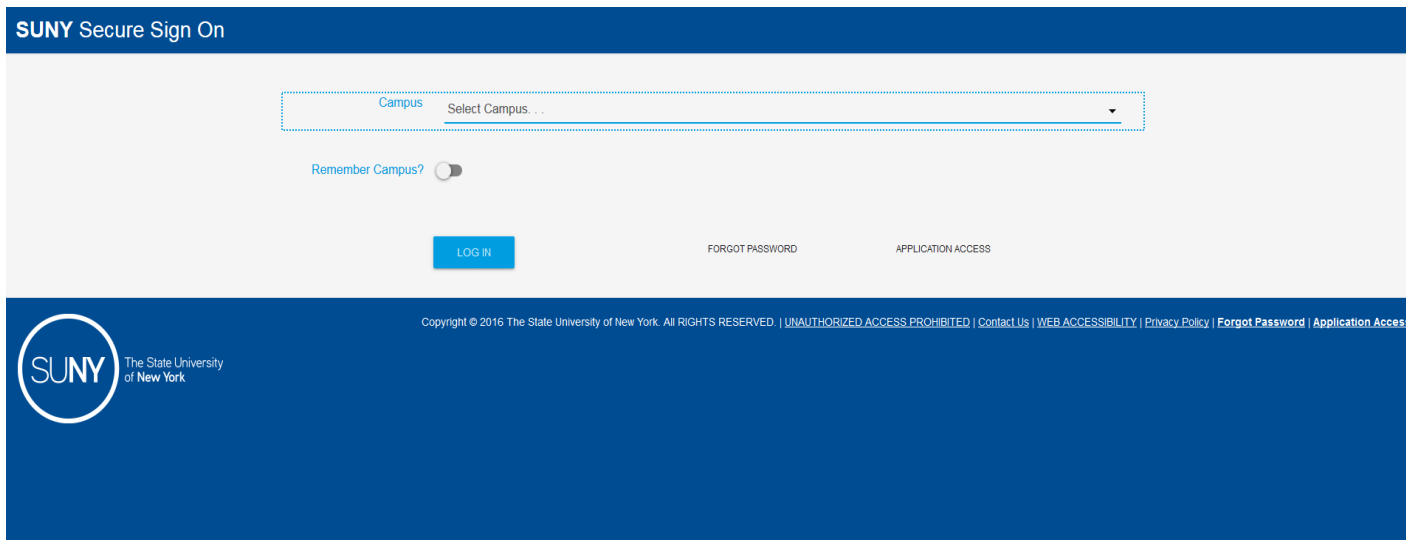
Logging into the SUNY HR Portal

▶ 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 **LOG IN**.

Logging into the SUNY HR Portal

▶ Click on the **Time and Attendance** link located in the Self Service box (see example below).
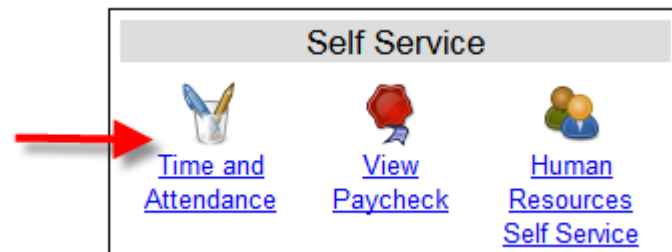
▶ For security purposes you will be asked for your date of birth.

Time Record Selection

▶ Select **Student Assistant State Employee** *or* **Federal College Work Study** and click the **Time and Attendance** button.

Note: *If you have multiple roles/jobs (i.e. federal college work study & student assistant or you work for Athletics and the Library), make sure to choose the time record that belongs to that job.*

Time Record Selection

▶ Select the commitment row of the job for which you are clocking in.

▶ **Note**: *If you have multiple roles/jobs (i.e. federal college work study & student assistant or you work for Athletics and the Library), make sure to choose the time record that belongs to that job.*

▶ Select the accrual period from the drop-down menu.

Navigating Your Time Record

▶ Once in your record, use the links below your name to navigate the system.

Time Entry – Important Tips and Things to Remember

▶ Select the **Time Record** link located below your name.

▶ Make sure that you are in the correct 2 week period. Time record periods can be changed using the drop down box under Accrual Period. Make sure to click the **Change Period** button after making your selection (see A on sample time record on slide 11). Log in and update your time record daily (times in/out).

▶ Always enter A for AM or P for PM, otherwise the hours worked will not calculate correctly.

▶ You must record your time in and time out at the beginning and end of each shift. Remember that you must take a thirty minute break when working more than six hours.

Time Entry – Important Tips and Things to Remember

▶ Use the TAB button on your keyboard or your mouse to move from field to field when entering time worked. Do not use the return/enter button.

▶ Click the **Save Time Record** button every time you want to add/change your record (see B on sample time record on slide 11). This will not submit your time record to your supervisor.

▶ Enter your time in quarter hour increments (i.e. if you clock in at 10:06am enter 10:15am instead.

▶ Make no entries if you do not work a scheduled day.

Sample Time Record

Multiple In and Out Entries

▶ To create extra rows for recording time, you need to click on the **+ Sign** directly next to the hours worked fields.

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+
Thu	7/25	09:00a	12:30p	01:00p	03:30p			[±]

Hourly Time Record for 07/25/2019 - 08/07/2019

▶ Once you click the **+ Sign**, another row of boxes will appear.

Hourly Time Record for 07/25/2019 - 08/07/2019 -

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Thu	7/25	09:00a	12:30p	01:00p	03:30p			[±]	6.00

Submitting Time Records

▶ Once the Record Hours section of your timesheet is complete you can submit your timesheet.

▶ To submit, check the box next to "**I certify that this time report represents a correct accounting for the specified period**" (see A) and click the <u>Submit to Supervisor button</u> (see B). These items are located at the bottom left of your Time Record.

▶ Your timesheet is now pending and waiting for your supervisor to approve.

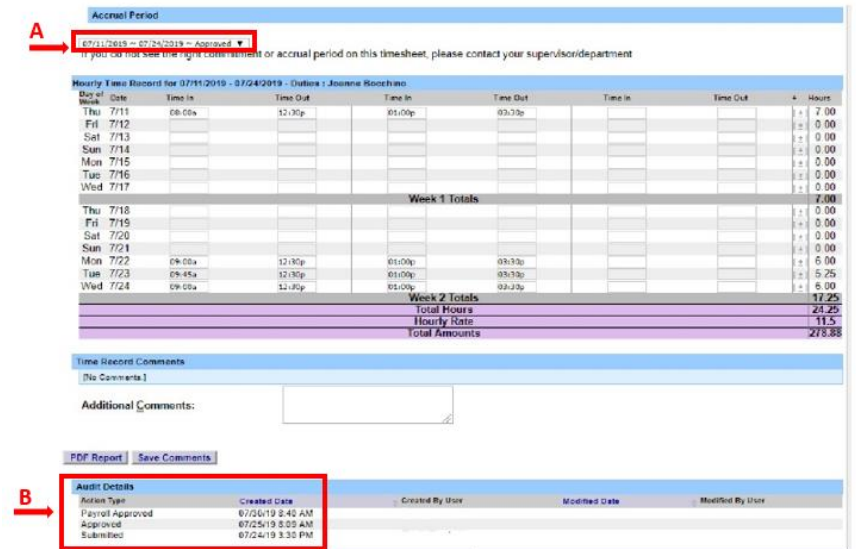▶ If you get an error message, please review it and see if any adjustments are necessary.

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

B ➡ | Save Time Record | Submit To Supervisor | Approve | Deny |

View Timesheet Status

▶ After your have submitted your timesheet, its status is displayed in the Audit Details section of your time record. You can use this section to verify that you submitted your timesheet and view if your supervisor has taken action on your timesheet.

Note: *If you have multiple jobs/roles, you must select the time record for each job/role in order to review your timesheet status.*

▶ To view timesheet status, select the **Accrual Period** you wish to review records for (see **A**), and scroll to the **Audit Details** section (see B). The details of the status of your timesheet (Submitted, Pending, Approved or Payroll Approved are displayed in this section.

▶ You will be able to view your timesheet status after your student employment appointment has ended.

Viewing History in SUNY HR TAS

▶ You can view prior time records by selecting the <u>History</u> link located below your name.

▶ Select the year you wish to review records for (see A), and then select <u>Load History</u> (see B). You can select an individual record (see C) and click on the <u>Details</u> button (see D) to view that record.

▶ History is only available as of the date you start using SUNY HR TAS.

Note: *If you have multiple jobs/roles, you must select the time record for each job/role in order to review your time history.*

▶ You will be able to view your timesheet status after your student employment appointment has ended.

Time Record Year

A → [2019 ▾]

B → [Load History]

	Hourly Time Record Period	Commitment StackID	Group CommitmentID	Account	Rate	Hours	Earnings	Submitted	Approved	Denied
○	07/25/2019 - 08/07/2019	2	HR	8607750000	11.5	45.25	520.38	08/07/2019	08/08/2019	
C → ◉	07/11/2019 - 07/24/2019	2	HR	8607750000	11.5	24.25	278.88	07/24/2019	07/25/2019	
○	06/27/2019 - 07/10/2019	2	HR	8607750000	11.5	42	483.00	07/10/2019	07/10/2019	
○	06/13/2019 - 06/26/2019	2	HR	8607750000	11.5	42	483.00	06/26/2019	06/27/2019	
○	06/03/2019 - 06/12/2019	2	HR	8607750000	11.5	42	483.00	06/12/2019	06/17/2019	

Displaying all 5 records.

D →

[Details]

Closing

▶ You now have all of the information you need to start using the SUNY HR Time and Attendance System for your submission of your Student Assistant and/or College Work-study time sheet.

QUESTIONS??

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https://www.albany.edu/hr/student-empl.php