



UNIVERSITY^{AT}ALBANY
State University of New York

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](#)
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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
- ▶ UAAlbany User Name (the one that you use to sign into MyUAAlbany)
- ▶ Once complete, click **Submit**.



Security Questions

In order to ensure your identity matches your information before being allowed to access personal data, we require that the following questions be answered:

Please contact your Human Resources office with any questions regarding the information required below.

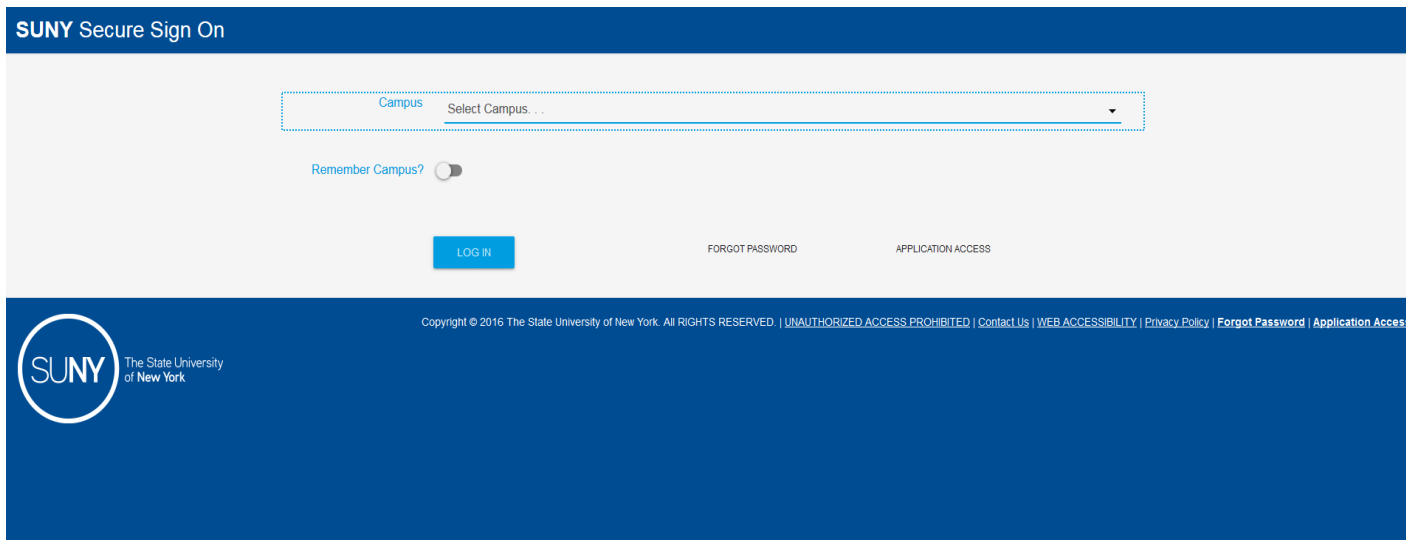
There was an error with the information you submitted.

First Name	Jane
Last Name	Doe
SUNY ID (not your SSN, ID provided by HR)	Contact HR
Date of Birth (in MM/DD/YYYY format)	04/15/1968
User Name	JD123456

I certify that the above is my correct personal identification information:

Logging into the SUNY HR Portal

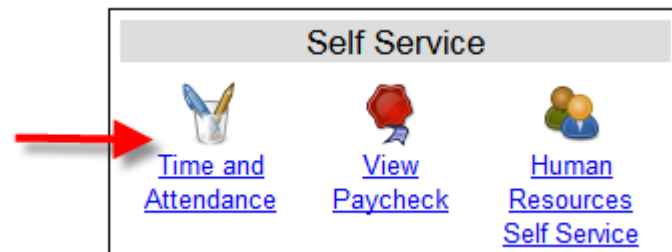
- ▶ Select Albany from the drop down menu for the campus field.
- ▶ Your username and password are the same as when logging in to your campus email (NetID and password). Contact the ITS helpdesk at 518-442-3700 if you do not know your Net ID and password. Once you have entered your username and password click **LOG IN**.



The screenshot shows the SUNY Secure Sign On interface. At the top, there is a blue header with the text "SUNY Secure Sign On". Below the header, there is a form with a "Campus" dropdown menu labeled "Select Campus...". Below the dropdown menu, there is a "Remember Campus?" toggle switch. Below the toggle switch, there are three buttons: "LOG IN", "FORGOT PASSWORD", and "APPLICATION ACCESS". At the bottom of the page, there is a blue footer with the SUNY logo and the text "The State University of New York". Below the logo, there is a copyright notice: "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.

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.



SUNY SECURE | Welcome: | Campus: 28020 - BINGHAMTON UNIVERSITY | Return to Employee Portal | Sign Off
 The State University of New York | Time & Attendance
 Home | Menu | TAS Home | Wednesday, May 4, 2016 • 11:10:28 AM
 Name: Jane Doe

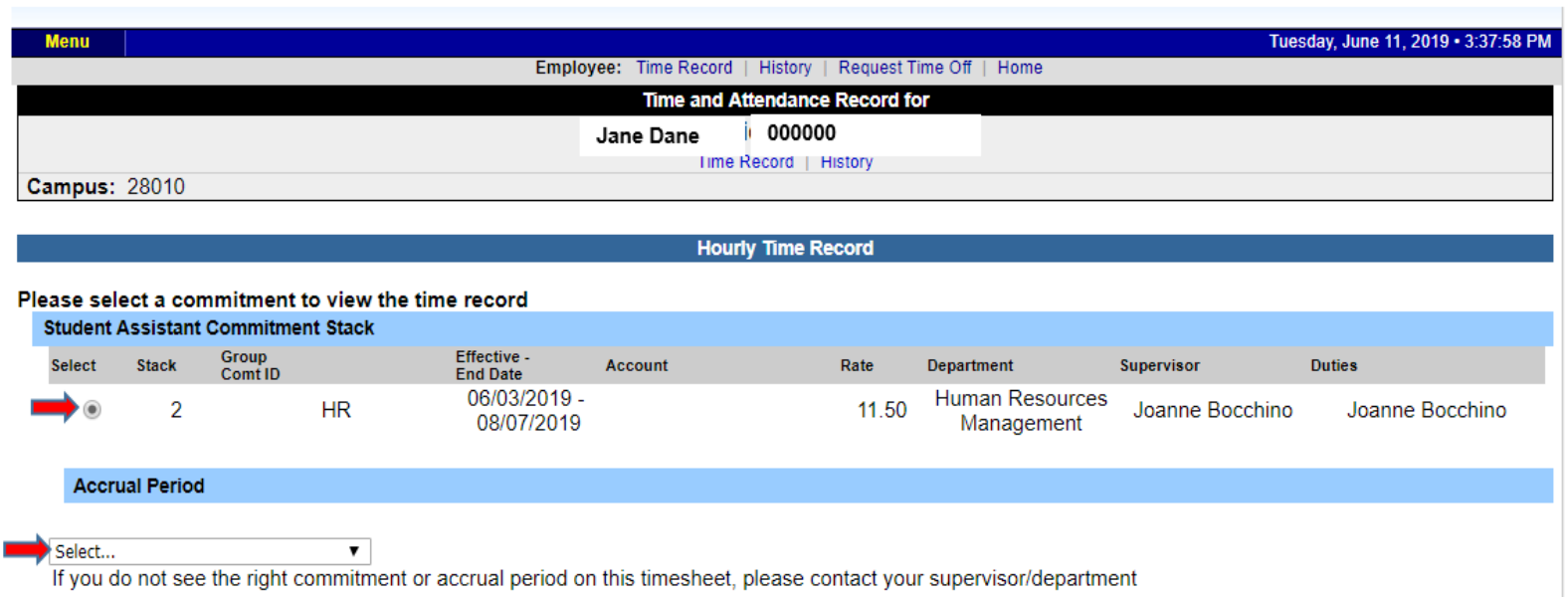
Status	Role Type	Effective Dates
<input type="radio"/>	Student Assistant State Employee	
<input checked="" type="radio"/>	Federal College Work Study Student	

Displaying all 2 records.

Time and Attendance

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.*



Menu Tuesday, June 11, 2019 • 3:37:58 PM

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#)

Time and Attendance Record for
 Jane Dane | 000000
[Time Record](#) | [History](#)

Campus: 28010

Hourly Time Record

Please select a commitment to view the time record

Student Assistant Commitment Stack

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="radio"/>	2	HR	06/03/2019 - 08/07/2019		11.50	Human Resources Management	Joanne Bocchino	Joanne Bocchino

Accrual Period

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

- ▶ 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.

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#)

Time and Attendance Record for

Jane Dane | 000000
[Time Record](#) | [History](#)

Campus: 28010

Hourly Time Record

Please select a commitment to view the time record

Student Assistant Commitment Stack

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="radio"/>	2	HR	06/03/2019 - 08/07/2019	8607750000	11.50	Human Resources Management	Joanne Bocchino	Joanne Bocchino

Accrual Period

05/30/2019 ~ 06/12/2019 ~ Working ▼

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

Hourly Time Record for 06/03/2019 - 06/12/2019 - Duties : Joanne Bocchino

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Mon	6/3	09:00a	12:30p	01:00p	03:30p			[±]	6.00
Tue	6/4	09:00a	12:30p	01:00p	03:30p			[±]	6.00
Wed	6/5	09:00a	12:30p	01:00p	03:30p			[±]	6.00
Week 1 Totals									18.00
Thu	6/6	09:00a	12:30p	01:00p	03:30p			[±]	6.00
Fri	6/7							[±]	0.00
Sat	6/8							[±]	0.00

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

Accrual Period

06/27/2019 ~ 07/10/2019 ~ Working ▼

← **A** *Return to slide 9*

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

Hourly Time Record for 06/27/2019 - 07/10/2019 - Duties :

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Thu	6/27	10:30a	02:30p						4.00
Fri	6/28	10:30a	03:30p						5.00
Sat	6/29								0.00
Sun	6/30								0.00
Mon	7/1	09:30a	03:00p						5.50
Tue	7/2	09:30a	03:00p						5.50
Wed	7/3								0.00
Week 1 Totals									20.00
Thu	7/4								0.00
Fri	7/5								0.00
Sat	7/6								0.00
Sun	7/7								0.00
Mon	7/8								0.00
Tue	7/9								0.00
Wed	7/10								0.00
Week 2 Totals									0.00
Total Hours									20.00
Hourly Rate									17
Total Amounts									340.00

Time Record Comments

[No Comments.]

Additional Comments:

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

B

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 **Submit to Supervisor button** (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.

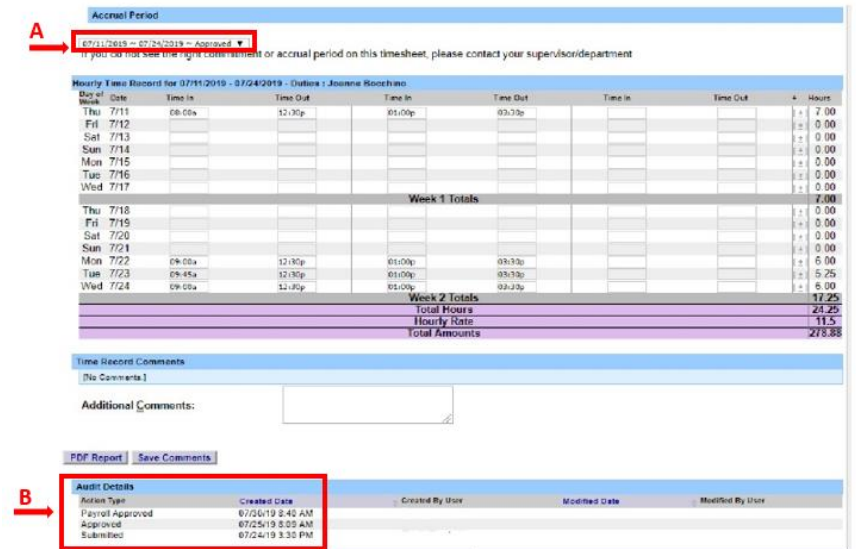


View Timesheet Status

- ▶ After you 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.



The screenshot shows a web interface for viewing timesheet status. At the top, there is a dropdown menu for 'Accrual Period' with the selected value '07/01/2019 - 07/24/2019 - Approved'. A red box labeled 'A' highlights this dropdown. Below it is a message: 'If you do not see the right date/rate or accrual period on this timesheet, please contact your supervisor/department'. The main section is titled 'Hourly Time Record for 07/11/2019 - 07/24/2019 - Outlets : Joanne Roachao'. It contains a table with columns for Day of Week, Date, Time In, Time Out, and Hours. The table shows data for two weeks, with 'Week 1 Totals' and 'Week 2 Totals' rows. Below the table are sections for 'Time Record Comments' (No Comments), 'Additional Comments', and 'Audit Details'. A red box labeled 'B' highlights the 'Audit Details' section, which shows a table with columns for Action Type, Created Date, Created By User, Modified Date, and Modified By User. The 'Audit Details' table shows the following entries:

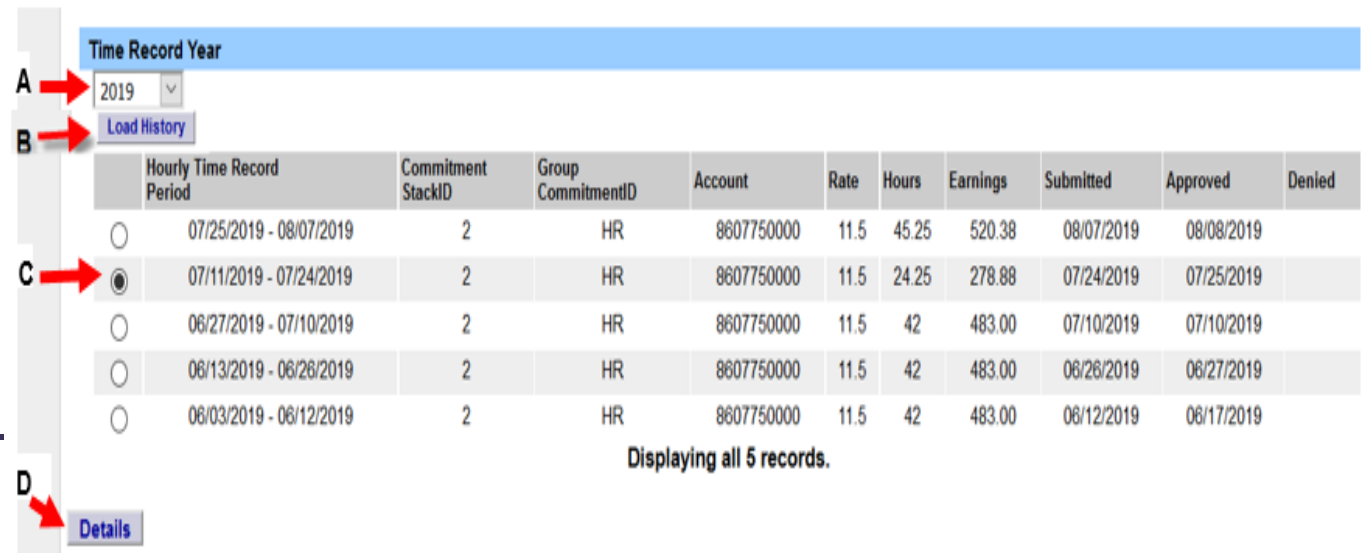
Action Type	Created Date	Created By User	Modified Date	Modified By User
Payroll Approved	07/20/19 2:40 AM			
Approved	07/25/19 8:00 AM			
Submitted	07/24/19 3:35 PM			

Viewing History in SUNY HR TAS

- ▶ You can view prior time records by selecting the **History** link located below your name.
- ▶ Select the year you wish to review records for (see A), and then select **Load History** (see B). You can select an individual record (see C) and click on the **Details** 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.



The screenshot shows the 'Time Record Year' dropdown menu set to '2019'. Below it is a 'Load History' button. A table displays five time records. The second record, for the period '07/11/2019 - 07/24/2019', is selected with a radio button. Below the table, the text 'Displaying all 5 records.' is visible. At the bottom, there is a 'Details' button.

Hourly Time Record Period	Commitment StackID	Group CommitmentID	Account	Rate	Hours	Earnings	Submitted	Approved	Denied
<input type="radio"/> 07/25/2019 - 08/07/2019	2	HR	8607750000	11.5	45.25	520.38	08/07/2019	08/08/2019	
<input checked="" type="radio"/> 07/11/2019 - 07/24/2019	2	HR	8607750000	11.5	24.25	278.88	07/24/2019	07/25/2019	
<input type="radio"/> 06/27/2019 - 07/10/2019	2	HR	8607750000	11.5	42	483.00	07/10/2019	07/10/2019	
<input type="radio"/> 06/13/2019 - 06/26/2019	2	HR	8607750000	11.5	42	483.00	06/26/2019	06/27/2019	
<input type="radio"/> 06/03/2019 - 06/12/2019	2	HR	8607750000	11.5	42	483.00	06/12/2019	06/17/2019	

Displaying all 5 records.

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??

payroll@albany.edu

Phone: (518) 437-4700 Fax: (518) 437-4731

University Administration Building (UAB) – Room 300

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