UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

SUNY HR Time and Attendance System (TAS)

Classified employee training

Agenda

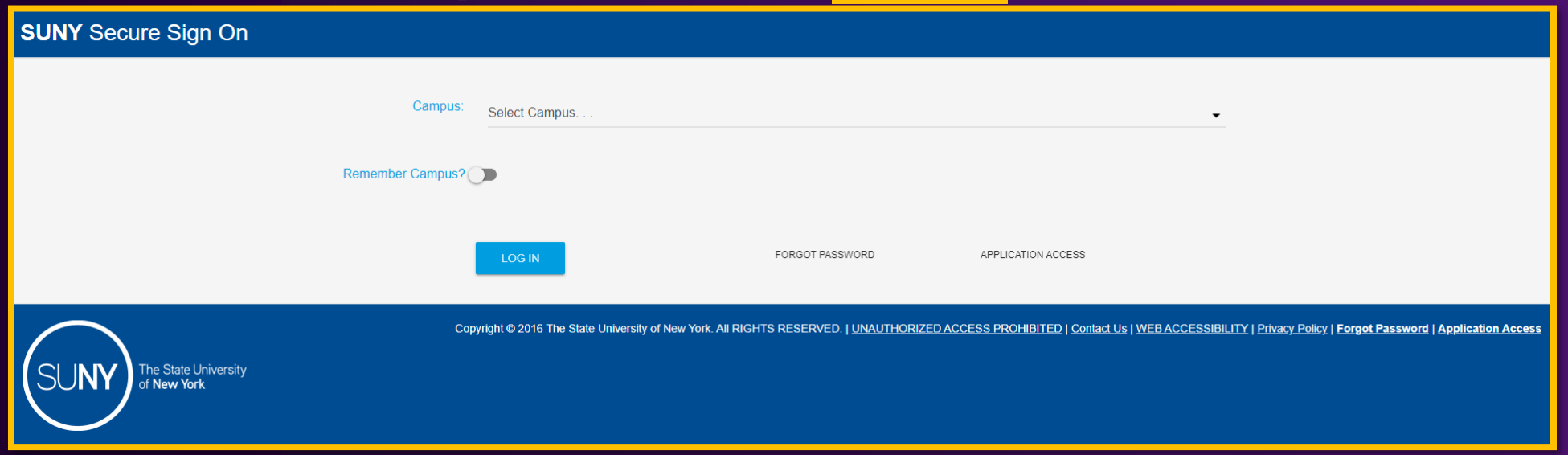
- Logging in to the SUNY HR portal
- Navigating Your Time Record
- Time Entry
- Recording Time Off
- Non-Chargeable Leave and Family Medical Leave (FMLA)
- Saving, Submitting and Withdrawing Requests for Time Off
- Submitting Your Time Record
- Reviewing Your Time Records History
- Holidays
- Time Records Contact Information

Introduction

- The SUNY HR Time and Attendance System (TAS) is an electronic time reporting system that is replacing the current paper process.
- The paper process covered 2 bi-weekly time periods, or 4 weeks. TAS reporting periods cover 1 bi-weekly period, or 2 weeks.
- You will be notified by Time Records when you should stop submitting paper time records and start using TAS.

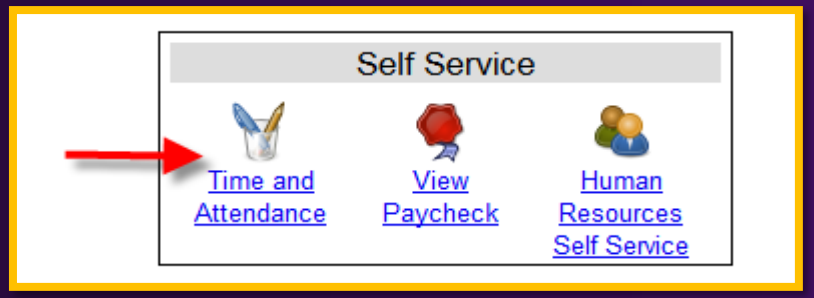
Logging into the SUNY HR portal

- 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 LOG IN.

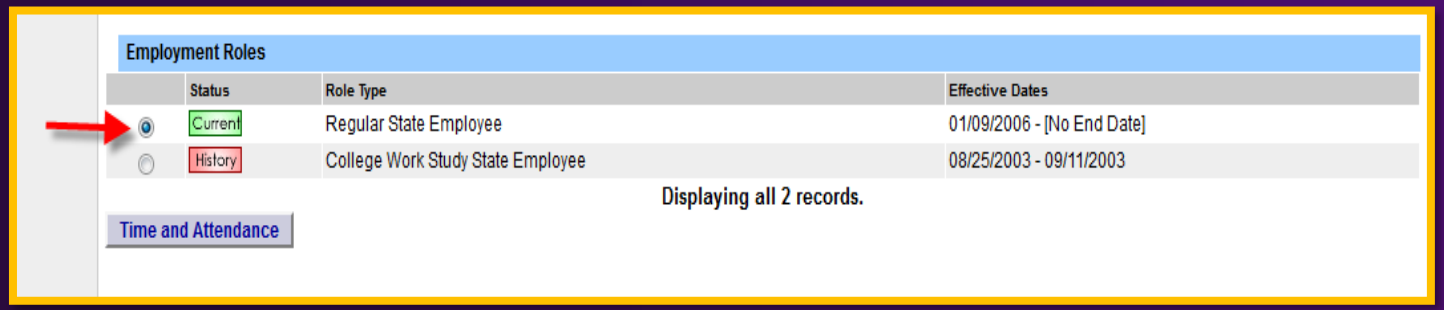


Logging into the SUNY HR portal

- Click on the Time and Attendance link located in the Self Service box.

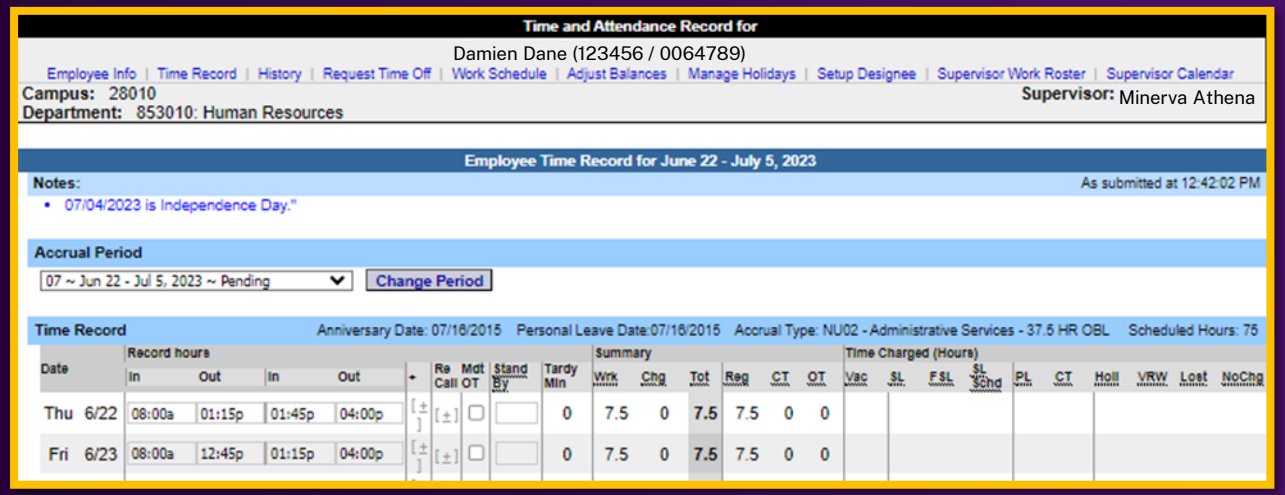


- For security purposes you will be asked for your date of birth.
- Select your current employment role (if not already selected) and click the Time and Attendance button.



Navigating Your Time Record

- Once in your record, you will use the links near your name to navigate the system.



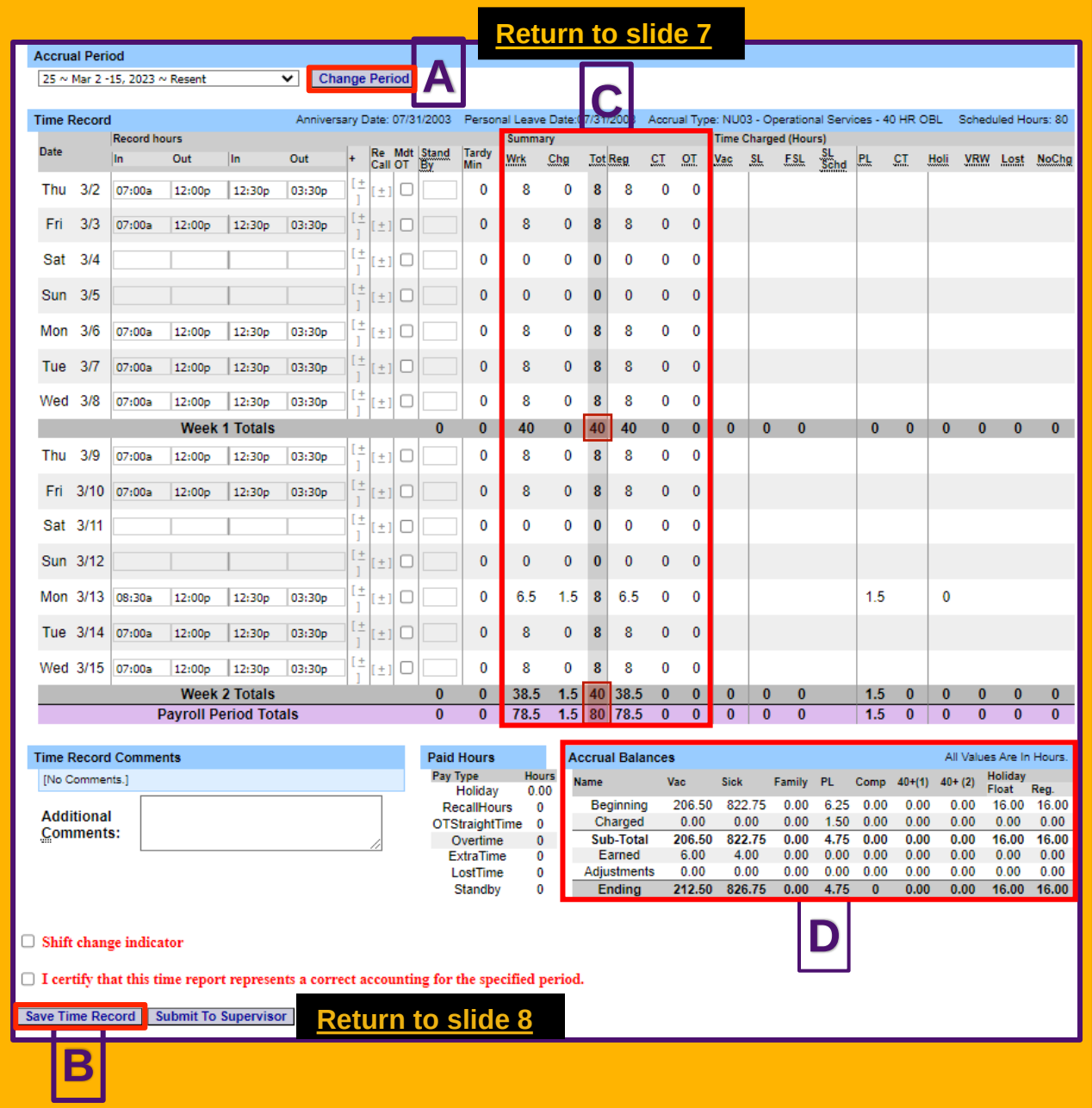
Time Entry – Important Tips to Remember

- Select the Time Record link located below your name.
- Make sure that you are in the correct 2-week period (the first period that the Time Records Unit has instructed you to start reporting in SUNY HR TAS). 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 9). 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 for lunch. Do not record breaks.

Time entry – Important Tips to Remember

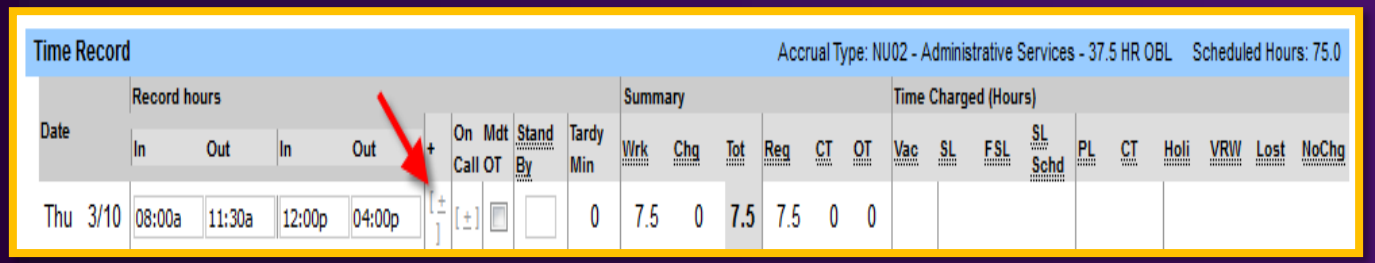
- Use the TAB button on your keyboard or your mouse to move from field to field when entering time worked. Do not use the return/enter button.
- This system operates in current time. Future transactions (approved time off requests, holidays, etc.) will not appear on your time record until the actual date of the event.
- Click the Save Time Record button every time you want to add/change your record (see B on sample time record on slide 9). This will not submit your time record to your supervisor.
- Double check that the total hours field in the summary section of the timesheet is accurate (see C on sample time record on slide 9). For full-time employees, this should be 75 or 80 hours (based on a 37.5 or 40 week schedule). If not, make sure the entries (including A for AM and P for PM) are correct.
- Accrual balances can be found on the bottom right of your Time Record (see D on sample time record on slide 9).

Sample Time Record

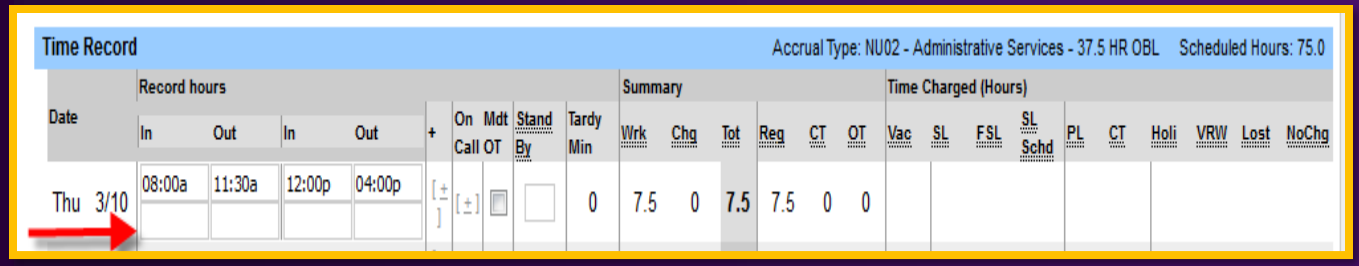


Multiple In and Out Entries

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

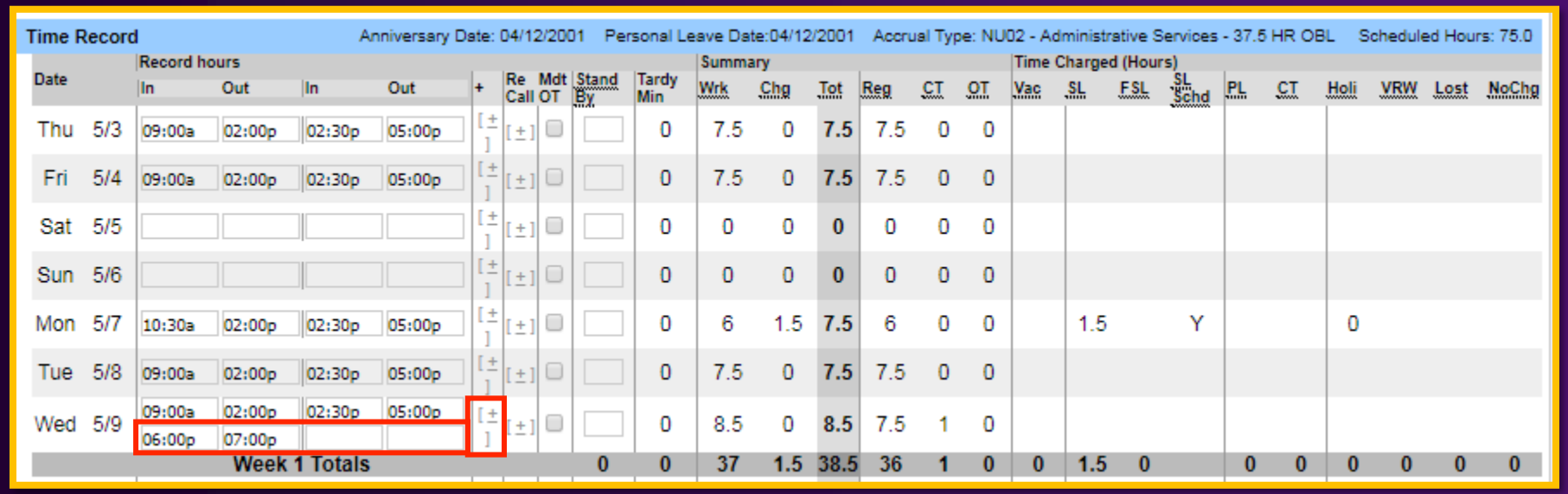


- Once you click the + Sign, another row of boxes will appear.



Entering Extra Time Worked

- If you work extra hours in addition to your normal work schedule, there are different ways to enter those hours.
- If the extra time ***is not*** connected to your regular shift (and is not recall), add another row using the **+ Sign** located to the right of the hours worked fields.

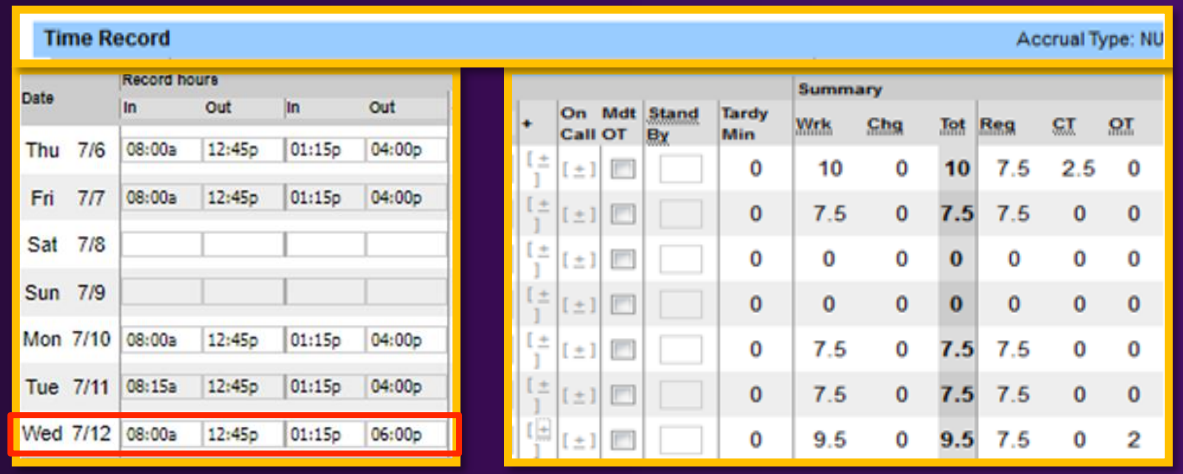


Time Record — Anniversary Date: 04/12/2001 Personal Leave Date:04/12/2001 Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours In	Out	In	Out	+	Re Call	Mdt OT	Stand By	Tardy Min	Summary Wrk	Chg	Tot	Reg	CT	OT	Time Charged (Hours) Vac	SL	FSL	SL Schd	PL	CT	Holi	VRW	Lost	NoChg
Thu 5/3	09:00a	02:00p	02:30p	05:00p	[±]	[±]	☐		0	7.5	0	7.5	7.5	0	0										
Fri 5/4	09:00a	02:00p	02:30p	05:00p	[±]	[±]	☐		0	7.5	0	7.5	7.5	0	0										
Sat 5/5					[±]	[±]	☐		0	0	0	0	0	0	0										
Sun 5/6					[±]	[±]	☐		0	0	0	0	0	0	0										
Mon 5/7	10:30a	02:00p	02:30p	05:00p	[±]	[±]	☐		0	6	1.5	7.5	6	0	0		1.5		Y			0			
Tue 5/8	09:00a	02:00p	02:30p	05:00p	[±]	[±]	☐		0	7.5	0	7.5	7.5	0	0										
Wed 5/9	09:00a	02:00p	02:30p	05:00p	[±]	[±]	☐		0	8.5	0	8.5	7.5	1	0										
	06:00p	07:00p																							
Week 1 Totals								0	0	37	1.5	38.5	36	1	0	0	1.5	0		0	0	0	0	0	0

Entering Extra Time Worked

- If the extra time ***is*** connected to your regular shift (coming in early or leaving late), you can enter your time in and out as you normally would, indicating the early in time and/or late out time. The example below shows the record of an employee whose shift is 8A-4P, who worked extra time from 4P-6P.



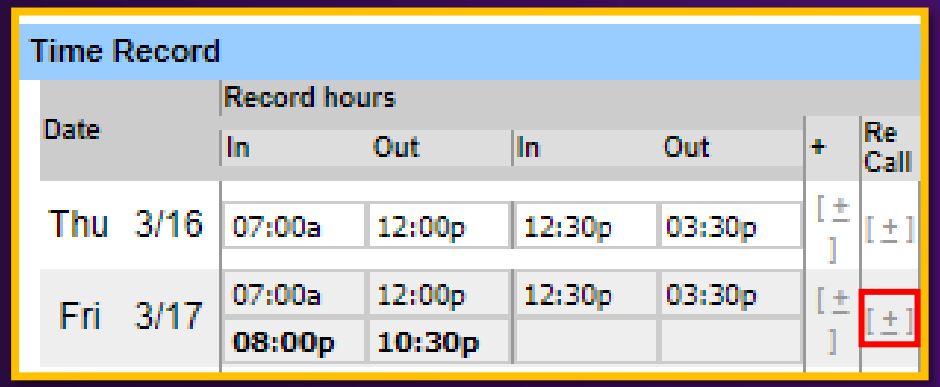
Time Record — Accrual Type: NU

Date	Record hours In	Out	In	Out
Thu 7/6	08:00a	12:45p	01:15p	04:00p
Fri 7/7	08:00a	12:45p	01:15p	04:00p
Sat 7/8				
Sun 7/9				
Mon 7/10	08:00a	12:45p	01:15p	04:00p
Tue 7/11	08:15a	12:45p	01:15p	04:00p
Wed 7/12	08:00a	12:45p	01:15p	06:00p

+	On Call	Mdt OT	Stand By	Tardy Min	Summary Wrk	Chg	Tot	Reg	CT	OT
[+]	[+]			0	10	0	10	7.5	2.5	0
[+]	[+]			0	7.5	0	7.5	7.5	0	0
[+]	[+]			0	0	0	0	0	0	0
[+]	[+]			0	0	0	0	0	0	0
[+]	[+]			0	7.5	0	7.5	7.5	0	0
[+]	[+]			0	7.5	0	7.5	7.5	0	0
[+]	[+]			0	9.5	0	9.5	7.5	0	2

Recall

- If the extra time ***is not*** connected to your regular shift, it may be classified as recall. This may apply if an overtime eligible classified employee is recalled to work overtime, after having completed their scheduled work period and leaving work.
- To enter recall, add another row using the + Sign located to the right of the hours fields under the Recall column
- The example below shows the record of an employee whose shift is 7a-3:30p, who was recalled to work during an emergency from 8p-10:30p.



Time Record

Date	Record hours In	Out	In	Out	+	Re Call
Thu 3/16	07:00a	12:00p	12:30p	03:30p	[±]	[±]
Fri 3/17	07:00a	12:00p	12:30p	03:30p	[±]	[±]
	08:00p	**10:30p**				

Shifts starting and ending on different days

- TAS requires that all shifts be entered as starting and ending on the same date, even when they cross over two calendar days.
- An employee's shift should be entered on the date it began.
- Example: For an employee arriving to work on Thursday 4/13 at 11p and leaving on Friday 4/14 at 7:30a, the entry would appear as below:

Date	Record hours				+	Re Call	Mdt OT	Stand By	Tardy Min	Summary		
	In	Out	In	Out						Wrk	Chg	Tot
Thu 4/13	11:00p	02:30a	03:00a	07:30a	[±]	[±]	☐		0	8	0	8

Recording Time Off

- All accrual usage or time missed from work is entered through the Request Time Off link, located under your name.
- All requests must be made in quarter hour increments (.25, .50, .75, 1).
- For scheduled time off, requests can be entered in advance. For unscheduled absences, or partial day absences, where the exact amount of missed work time is not known until your return, it is suggested that “Requesting Time Off” in SUNY HR TAS should be done upon your return.
- In general, the process for receiving approval for time off should be discussed with your supervisor. This system does not override any request off processes in place.

Using the Request Time Off Screen

- The Request Time Off link will take you to a monthly calendar. Make sure the right month and year are showing on the screen before trying to make the request (see below).

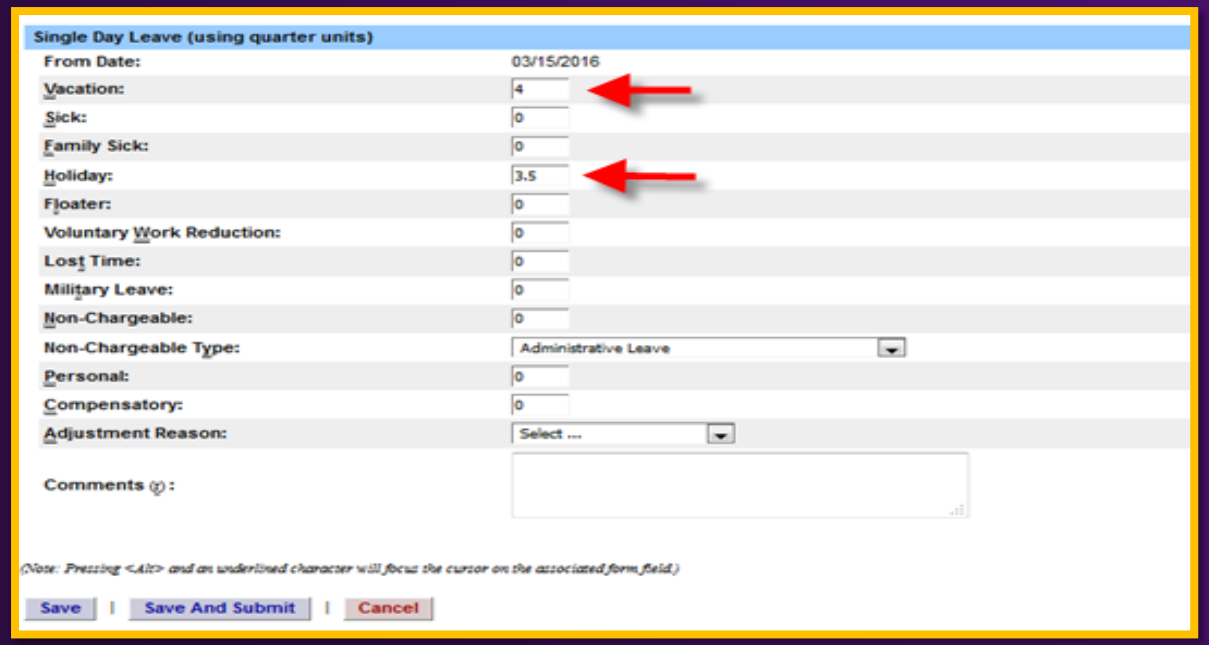
To go straight to today's date, select **Today**

To change to a previous month and/or year, select **<<Year <Month**

To change to a future month and/or year, select **Month> Year>>**

Requesting Time Off – Single Day Request

- Click on the date you are requesting off. You can only have one time off request per day. If you are charging multiple types of accruals, or non-chargeable absences for that day, make sure to include all of those entries in one submission. Select Save or Save and Submit when done.

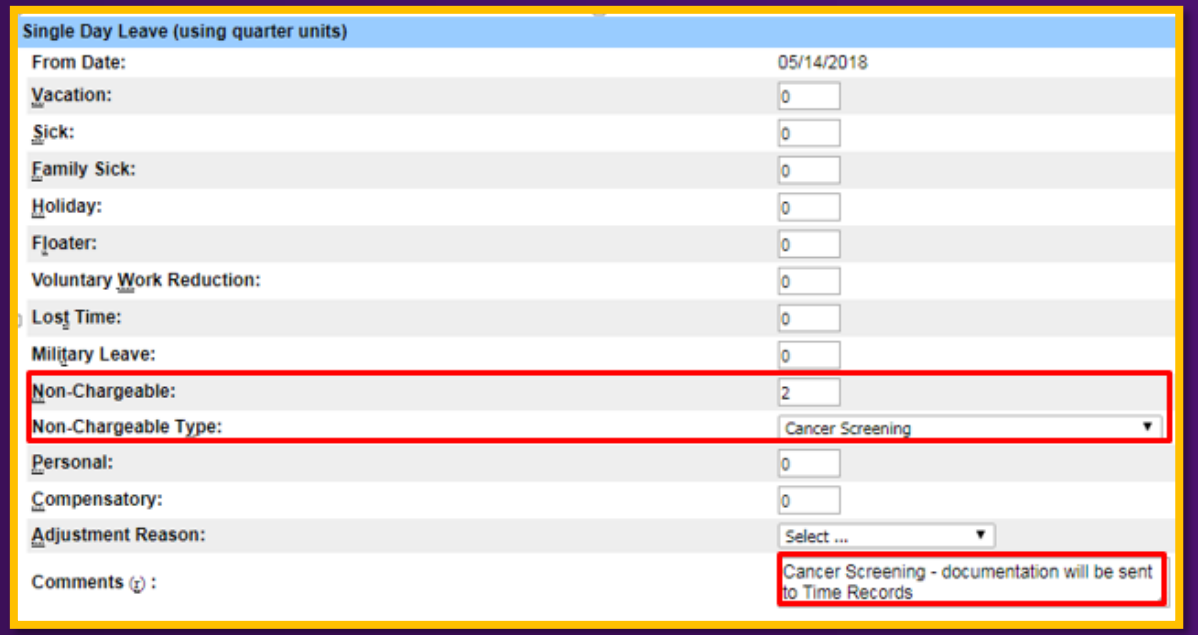


Requesting Time Off – Multiple Day Request

- Click on the first date you are requesting off (start date of a multiple day absence). A time off request screen will pop up. At the top right, click the **Show Multi-Day** button.
- On the Multiple Day Leave screen, enter the end date of the leave. This date must be within the same 2-week time record period as the beginning date of the leave. If your absence will extend beyond the end of the time record period, a separate time off request must be submitted for the following time record period.
- Select the number of hours to be charged each day (typically 7.5 or 8) and select the type(s) of accruals. This number of hours and type(s) of accruals will be charged for each workday in the requested date range.
- If a holiday falls within the period of requested time off, two entries must be made. The first should be for the period prior to the holiday and the second for the period after, excluding the holiday. If the holiday is included in the requested date range, accruals will be charged on the holiday.

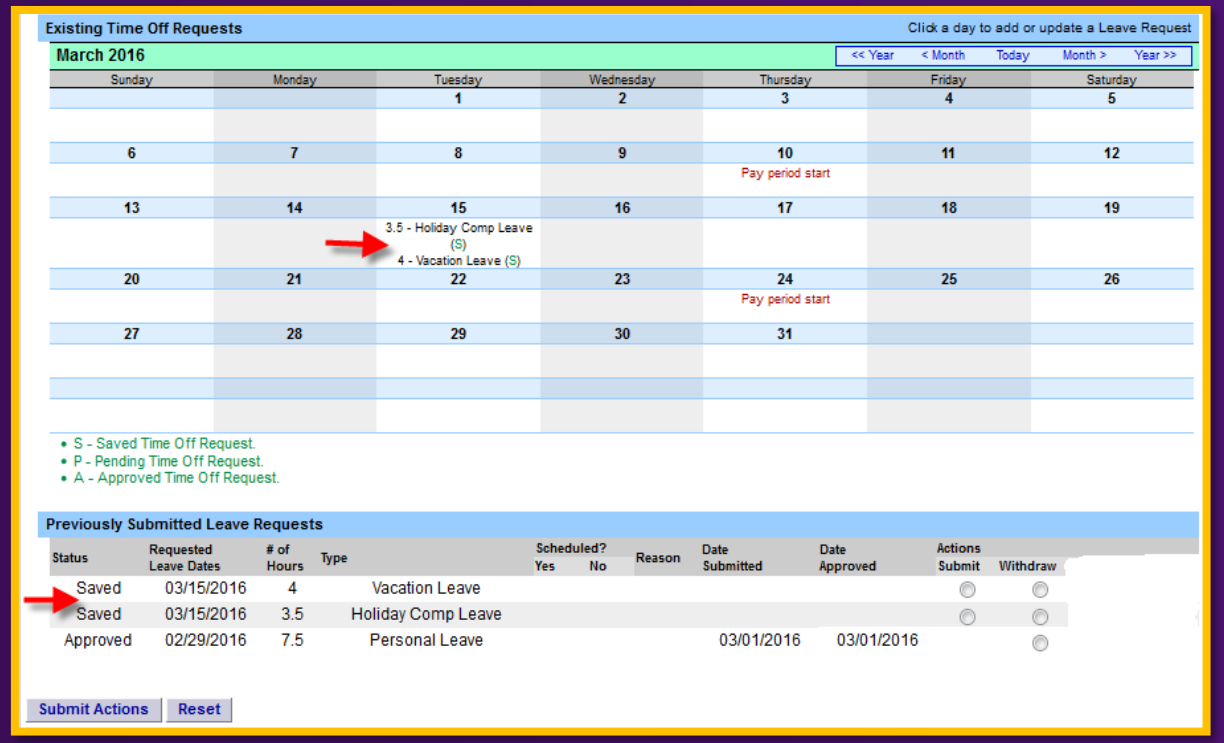
Non-Chargeable Leave and FMLA

- 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 use the Request Time Off screen. 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.



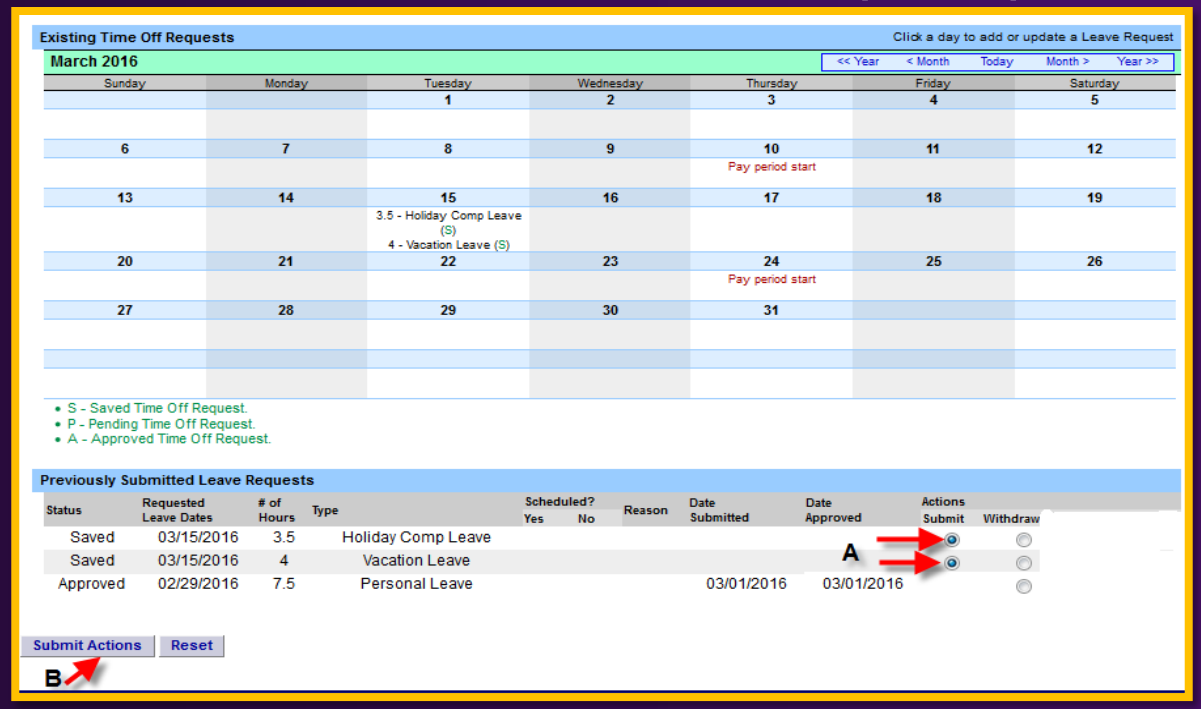
Saving a Time Off Request

- For future planning purposes, you can save a request. Select the Save button at the bottom of the request. Only you can see the request as it will not go to your supervisor until you submit it.
- Once saved, the request will show on the monthly calendar with an S (saved) next to it.
- Your supervisor is not able to take action on requests that are saved but not submitted.



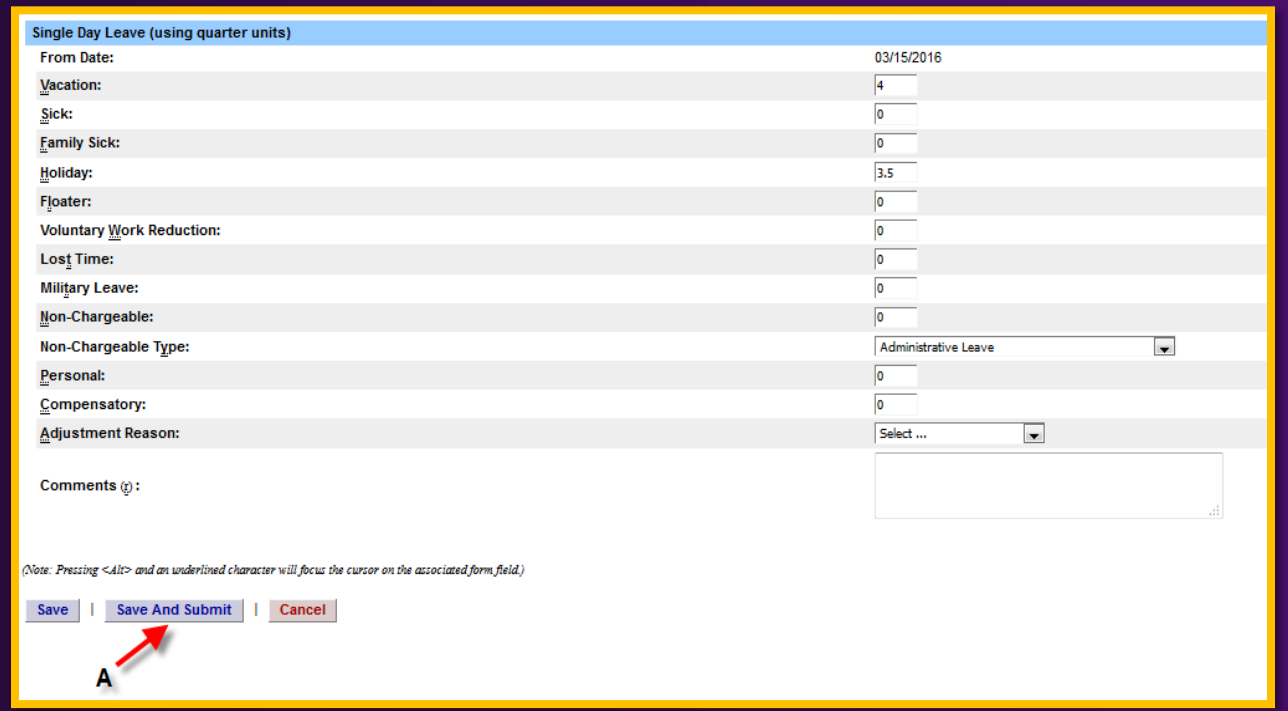
Submitting a Saved Request for Time Off

- To submit previously saved requests for time off to your supervisor for approval, you must go into the Request Time Off link located below your name. Once on the Request Time Off screen, go down the page to the Previously Submitted Leave Requests section. Find the request that you want to submit. To the right of that request click on the button below the submit column (see A) and click Submit Actions (see B).



Saving and Submitting Requests for Time Off

- If you know you are definitely requesting time off and know the exact amount of accruals to be charged, you can click on Save and Submit instead of Save. This will both save your request and send it to your supervisor for their review (see A).

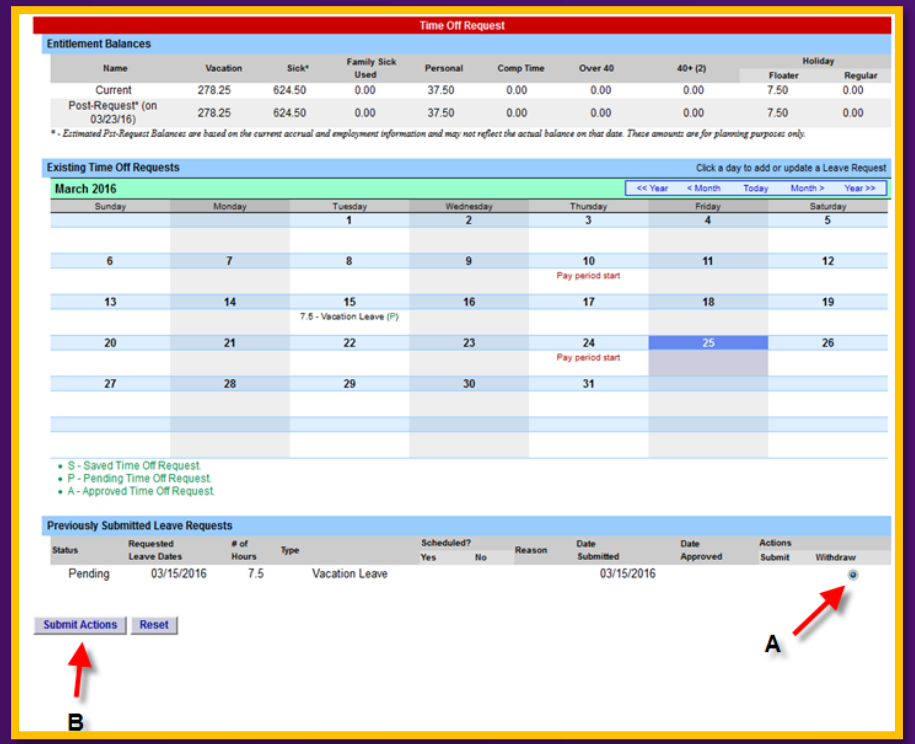


After Submitting a Request for Time Off

- Once you have submitted your request to your supervisor, it will show on the monthly calendar with a P (pending) next to it. If your supervisor approves the request, the P will change to an A (approved) and those hours will show on the Time Charged section of your time record (once the date is current). If the approved request is for a date in the future, it will not show on your time record until that date.
- If your time off request is denied, you must withdraw your initial request (instructions on the next slide). You can then submit a new request if applicable.

Withdrawing or Changing a Request

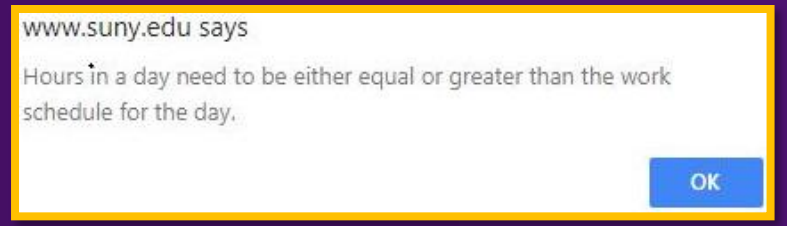
- Navigate to the Request Time Off page by using the link under your name.
- All previously submitted leave requests are listed at the bottom of the screen.
- To withdraw a request, find the request in the list and check the button under withdraw (see A). Then click Submit Action (see B).
- To change a previously submitted request, you must withdraw it and create a new request.
- If your time record has been approved by your supervisor and changes need to be made, you must contact Time Records for assistance.



Submitting Time Records

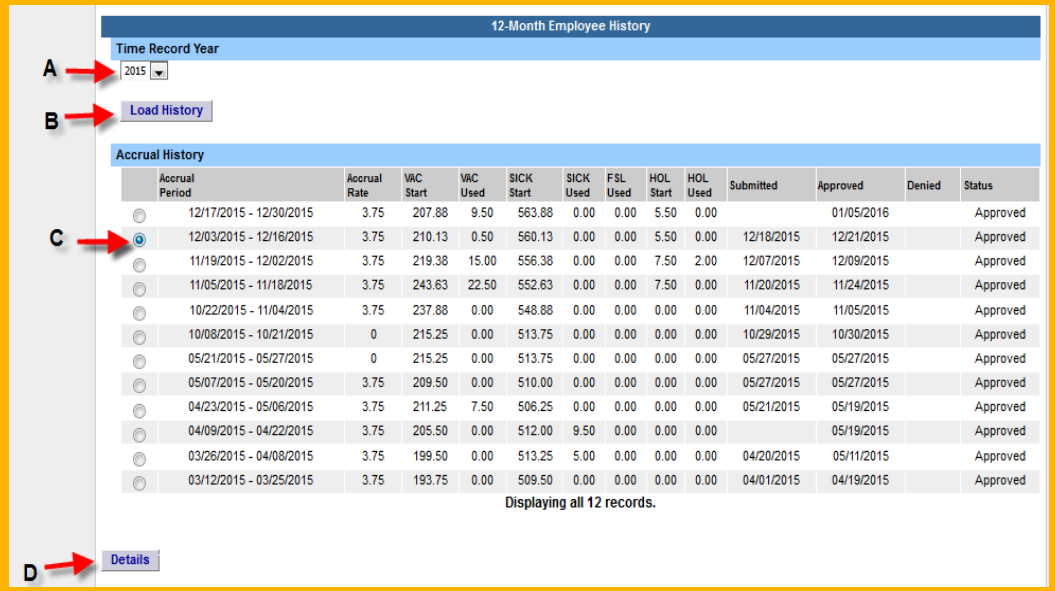
- Once the Record Hours section of your timesheet is completed and all time off requests have been submitted to your supervisor you can submit your timesheet.
- To submit, check the box next to "I certify that this time report represents a correct accounting for the specified period" (see A) and click 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. The message to the right is what you will see if your full schedule is not accounted for (typically 75-80 hours bi-weekly for a full-time employee).



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.



	Accrual Period	Accrual Rate	VAC Start	VAC Used	SICK Start	SICK Used	FSL Used	HOL Start	HOL Used	Submitted	Approved	Denied	Status
○	12/17/2015 - 12/30/2015	3.75	207.88	9.50	563.88	0.00	0.00	5.50	0.00		01/05/2016		Approved
◉	12/03/2015 - 12/16/2015	3.75	210.13	0.50	560.13	0.00	0.00	5.50	0.00	12/18/2015	12/21/2015		Approved
○	11/19/2015 - 12/02/2015	3.75	219.38	15.00	556.38	0.00	0.00	7.50	2.00	12/07/2015	12/09/2015		Approved
○	11/05/2015 - 11/18/2015	3.75	243.63	22.50	552.63	0.00	0.00	7.50	0.00	11/20/2015	11/24/2015		Approved
○	10/22/2015 - 11/04/2015	3.75	237.88	0.00	548.88	0.00	0.00	0.00	0.00	11/04/2015	11/05/2015		Approved
○	10/08/2015 - 10/21/2015	0	215.25	0.00	513.75	0.00	0.00	0.00	0.00	10/29/2015	10/30/2015		Approved
○	05/21/2015 - 05/27/2015	0	215.25	0.00	513.75	0.00	0.00	0.00	0.00	05/27/2015	05/27/2015		Approved
○	05/07/2015 - 05/20/2015	3.75	209.50	0.00	510.00	0.00	0.00	0.00	0.00	05/27/2015	05/27/2015		Approved
○	04/23/2015 - 05/06/2015	3.75	211.25	7.50	506.25	0.00	0.00	0.00	0.00	05/21/2015	05/19/2015		Approved
○	04/09/2015 - 04/22/2015	3.75	205.50	0.00	512.00	9.50	0.00	0.00	0.00		05/19/2015		Approved
○	03/26/2015 - 04/08/2015	3.75	199.50	0.00	513.25	5.00	0.00	0.00	0.00	04/20/2015	05/11/2015		Approved
○	03/12/2015 - 03/25/2015	3.75	193.75	0.00	509.50	0.00	0.00	0.00	0.00	04/01/2015	04/19/2015		Approved

Displaying all 12 records.

Regular Holidays

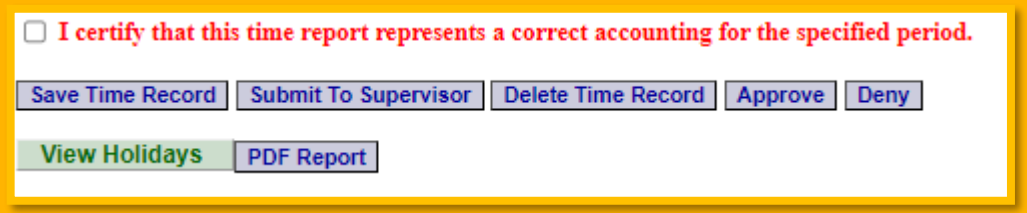
- The current list of observed regular holidays are: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and Christmas.
- TAS assumes employees will not work on regular holidays and automatically generates a time off request for regular holidays (this does not occur for Floating Holidays).
- **Observing a regular holiday**: Leave the holiday blank. The system generated request will account for 7.5 or 8 hours of holiday time for full-time employees. No additional action is necessary.
- **Working a regular holiday**: Enter your hours worked (in/out fields). Next, withdraw the system generated request for that holiday (use the Request Time Off page to do this). Withdrawing a Request instructions can be found on slide 21. If you worked your full shift that day, you will be credited holiday time or pay (based on your election) and no additional action is necessary. If you worked a partial shift, you must submit a Request for Time Off against holiday credits for the portion of your regular shift that you did not work.

Floating Holidays

- The current floating holidays are: Lincoln's Birthday and Election Day.
- TAS will automatically credit you with the floating holiday accrual.
- **Working on a Floating Holiday**: Enter your hours worked (in/out fields). If you worked your entire shift, no additional action is necessary. If you worked a partial day, enter a time off request against Holiday Float accruals, or use other appropriate accruals for the remainder of the day.
- **Observing a Floating Holiday** (with supervisory approval): Enter a request for time off against Holiday Float accruals or use other appropriate accruals.

Reviewing Holiday Information

- As a reminder, earned holiday time expires one year from the date it was earned if it is not used.
- To view holiday earnings, types and expiration dates, click on the green View Holidays button toward the bottom left of your time record.



Holidays

Holiday Date	Holiday Name	Holiday Amount	Charge Amount	Expiration Date	Floater?
10/10/2022	Columbus Day	8	8	10/09/2023	N
11/08/2022	Election Day	8	0	11/07/2023	Y
11/11/2022	Veterans' Day	8	8	11/10/2023	N
11/24/2022	Thanksgiving Day	8	8	11/23/2023	N
12/26/2022	Christmas Day	8	8	12/24/2023	N
01/02/2023	New Year's Day	8	8	12/31/2023	N
01/16/2023	Martin Luther King Day	8	0	01/15/2024	N
02/13/2023	Lincoln's Birthday	8	0	02/11/2024	Y
02/20/2023	Washington's Birthday	8	0	02/19/2024	N

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 date you should start reporting electronically through this system.

QUESTIONS??

timerecords@albany.edu

Phone: (518) 437-4715

University Administration Building (UAB) – Room 300

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

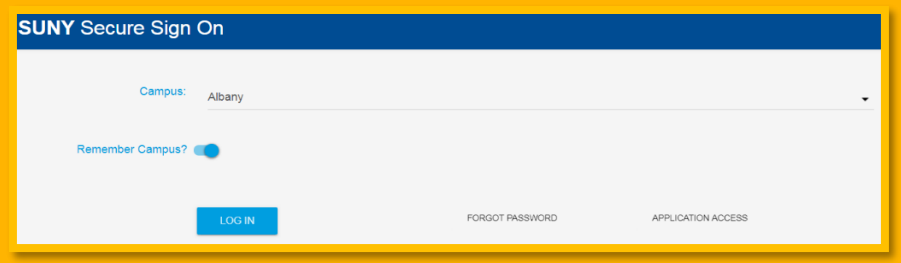
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

SUNY HR Time and Attendance System (TAS)

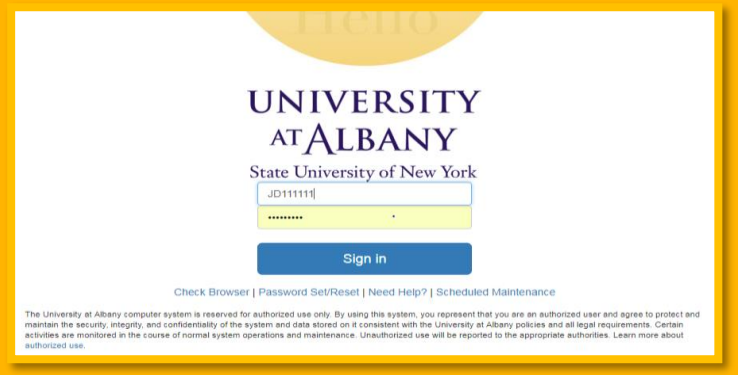
Supervisor's Guide for Classified staff

Logging onto the System

- Begin at www.suny.edu/hrportal.
- Select Albany for the campus.



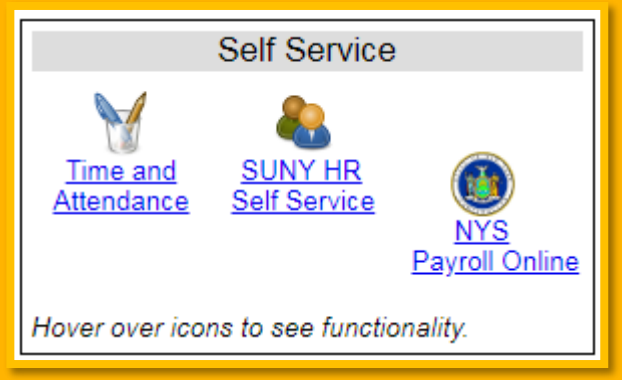
- Log in with your UAlbany username and password.



- *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.

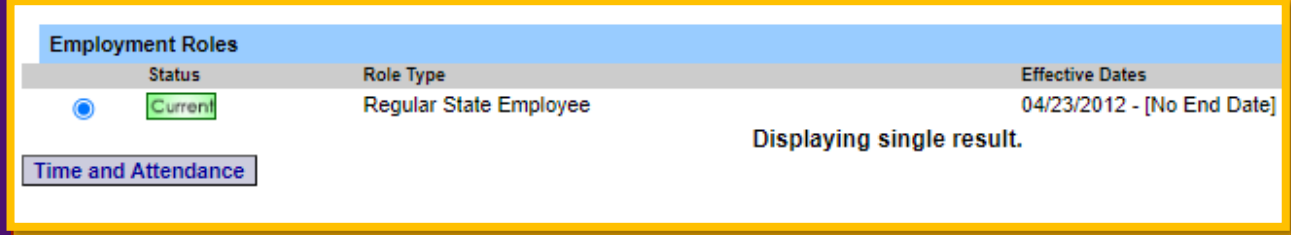
Access the Time and Attendance Section

- Click **Time and Attendance** in the Self-Service section.



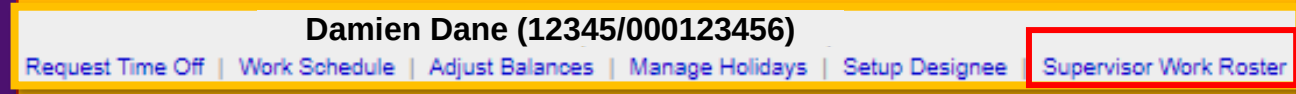
Select Your Current Employment Role

- Select your current employment role (if not already selected).
- Click the Time and Attendance button.



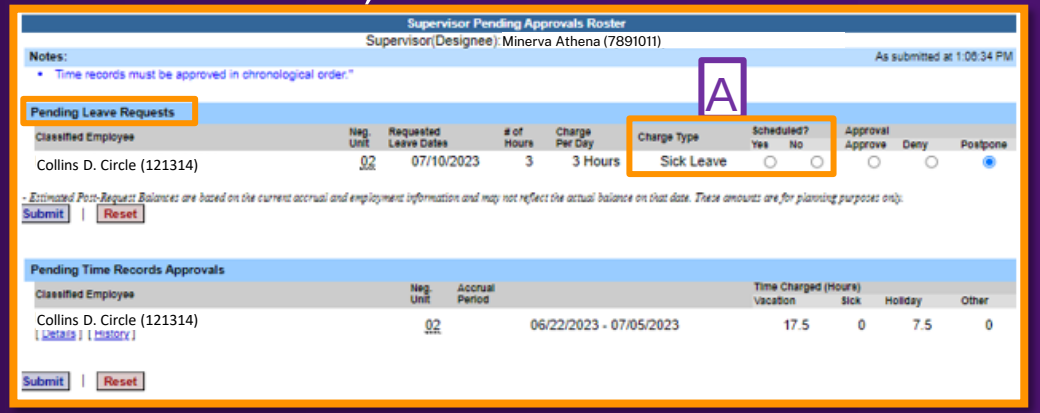
Navigate to Your Supervisor Work Roster

- Click on the **Supervisor Work Roster** link under your name.



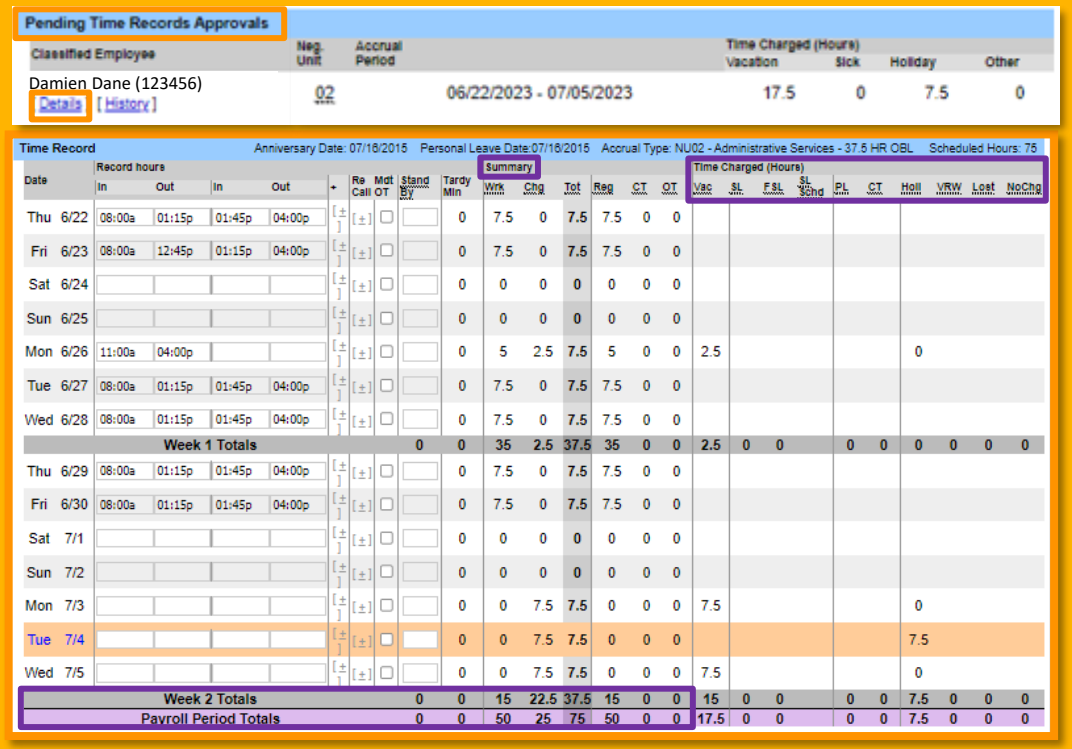
Review Pending Leave Requests

- 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).



Review the Time Record

- 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 Totals and Payroll Period Totals. Typically, these will be 37.5 or 40 and 75 or 80 for full-time employees, dependent on their schedule.



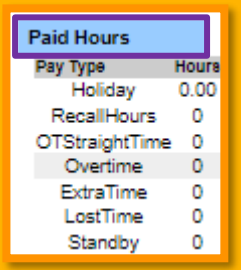
Pending Time Records Approvals

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours) Vacation	Sick	Holiday	Other
Damien Dane (123456) Details [History]	02	06/22/2023 - 07/05/2023	17.5	0	7.5	0

Time Record — Anniversary Date: 07/16/2015 — Personal Leave Date:07/16/2015 — Accrual Type: NU02 - Administrative Services - 37.5 HR OBL — Scheduled Hours: 75

Date	Record hours In	Out	In	Out	+	Re Call	Mdt OT	Stand By	Tardy Min	Summary Wrk	Chg	Tot	Reg	CT	OT	Time Charged (Hours) Vac	SL	FSL	SL Sch'd	PL	CT	Holl	VRW	Lost	NoChg
Thu 6/22	08:00a	01:15p	01:45p	04:00p					0	7.5	0	7.5	7.5	0	0										
Fri 6/23	08:00a	12:45p	01:15p	04:00p					0	7.5	0	7.5	7.5	0	0										
Sat 6/24									0	0	0	0	0	0	0										
Sun 6/25									0	0	0	0	0	0	0										
Mon 6/26	11:00a	04:00p							0	5	2.5	7.5	5	0	0	2.5						0			
Tue 6/27	08:00a	01:15p	01:45p	04:00p					0	7.5	0	7.5	7.5	0	0										
Wed 6/28	08:00a	01:15p	01:45p	04:00p					0	7.5	0	7.5	7.5	0	0										
Week 1 Totals								0	0	35	2.5	37.5	35	0	0	2.5	0	0		0	0	0	0	0	0
Thu 6/29	08:00a	01:15p	01:45p	04:00p					0	7.5	0	7.5	7.5	0	0										
Fri 6/30	08:00a	01:15p	01:45p	04:00p					0	7.5	0	7.5	7.5	0	0										
Sat 7/1									0	0	0	0	0	0	0										
Sun 7/2									0	0	0	0	0	0	0										
Mon 7/3									0	0	7.5	7.5	0	0	0	7.5						0			
Tue 7/4									0	0	7.5	7.5	0	0	0							7.5			
Wed 7/5									0	0	7.5	7.5	0	0	0	7.5						0			
Week 2 Totals								0	0	15	22.5	37.5	15	0	0	15	0	0		0	0	7.5	0	0	0
Payroll Period Totals								0	0	50	25	75	50	0	0	17.5	0	0		0	0	7.5	0	0	0

- Review the **Paid Hours** section. This summarizes any Overtime or Holiday time to be paid.
- Review the **Time Charged** section for accuracy.

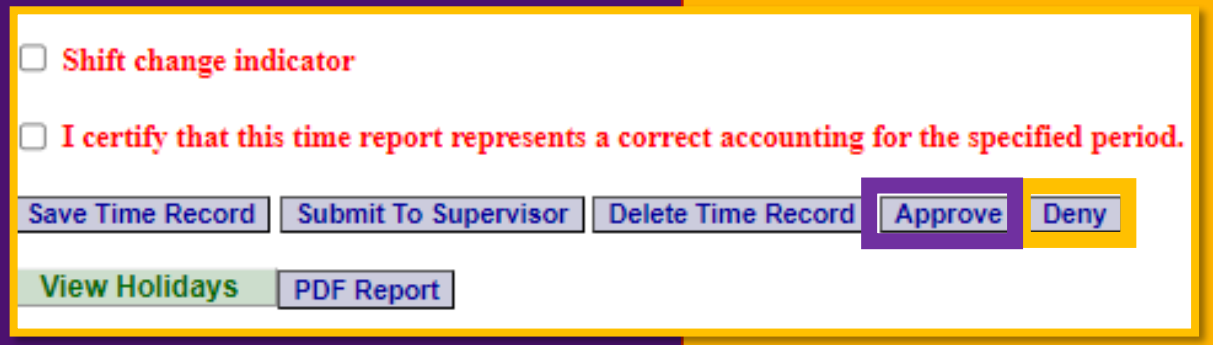


Paid Hours

Pay Type	Hours
Holiday	0.00
RecallHours	0
OTStraightTime	0
Overtime	0
ExtraTime	0
LostTime	0
Standby	0

Approve or Deny the Time Record

- 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.



Shift Change Indicator

- The shift change indicator box should be checked on an employee's time record if:
  - An employee has recently experienced a schedule change that impacts night/inconvenience pay and this is the first record following the schedule change.
  - An employee is working a shift different than their normal shift on an occasional basis that impacts night/inconvenience pay (i.e. an employee that typically works 2p-10:30p works 8a-4:30p two days during a specific time period).
- Night/inconvenience pay is impacted if a regularly scheduled shift changes from starting at 2pm or later to starting prior to 2pm or vice versa.
- The shift change indicator should not be checked for minor schedule changes that do not impact night/inconvenience pay (i.e. a schedule start time changing from 7a to 7:30a).

Employee Roster

- 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.
- 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 the employees they supervise.

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

- 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.