SUNY HR Time and Attendance System (TAS)
CLASSIFIED EMPLOYEE TRAINING DOCUMENT
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.
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 (see example below).

![Self Service diagram]

► 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.

![Employment Roles table]
Navigating Your Time Record

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

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>ReCall</th>
<th>OT</th>
<th>Stand By</th>
<th>Tardy Min</th>
<th>Summary</th>
<th>Time Charged (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 4/19</td>
<td>09:00a</td>
<td>02:00p</td>
<td>02:30p</td>
<td>04:30p</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7.5</td>
<td>7.5 0 0 0 0 0</td>
</tr>
<tr>
<td>Fri 4/20</td>
<td>09:00a</td>
<td>02:00p</td>
<td>02:30p</td>
<td>05:00p</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7.5</td>
<td>7.5 0 0 0 0 0</td>
</tr>
<tr>
<td>Sat 4/21</td>
<td>00:00</td>
<td>00:00</td>
<td>00:00</td>
<td>00:00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.5 0 0 0 0 0</td>
</tr>
</tbody>
</table>
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 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.
- 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. 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 C on sample time record on slide 9).
Sample Time Record
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.
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, add another row using the **+ Sign** located to the right of the hours worked fields.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Record hours</th>
<th>Accrual Type: NU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In</td>
<td>Out</td>
</tr>
<tr>
<td>Thu  3/10</td>
<td>08:00a</td>
<td>11:30a</td>
</tr>
<tr>
<td>Fri  3/11</td>
<td>08:00a</td>
<td>11:30a</td>
</tr>
<tr>
<td>Sat  3/12</td>
<td>08:00a</td>
<td>12:00p</td>
</tr>
<tr>
<td>Sun  3/13</td>
<td>08:00a</td>
<td>12:00p</td>
</tr>
<tr>
<td>Mon  3/14</td>
<td>08:00a</td>
<td>11:30a</td>
</tr>
<tr>
<td>Tue  3/15</td>
<td>08:00a</td>
<td>12:00p</td>
</tr>
<tr>
<td>Wed  3/16</td>
<td>08:00a</td>
<td>11:30a</td>
</tr>
</tbody>
</table>
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 change to a previous month and/or year, select \( <<\text{Year} \ <\text{Month} \)
To go straight to today’s date, select Today
To change to a future month and/or year, select \( \text{Month}>\ >\text{Year}>> \)
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 those entries in one submission. Select Save, or Save and Submit when done.
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.
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).
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 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.
Withdrawning 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).
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.

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 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.
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  Fax: (518) 437-4731

University Administration Building (UAB) – Room 300

https://www.albany.edu/hr/class_leave.php
SUNY HR Time and Attendance System (TAS)
SUPervisor’S GUIDE FOR CLASSIFIED STAFF
Logging onto the System

- Begin at [www.suny.edu/hrportal](http://www.suny.edu/hrportal).
- *We recommend using Firefox or Chrome as your Internet browser.*
- 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 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.
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.
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.
Please notify The Office of Human Resources Management if a Classified Employee’s daily schedule or pass days change. It is important that TAS is updated accordingly.

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

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