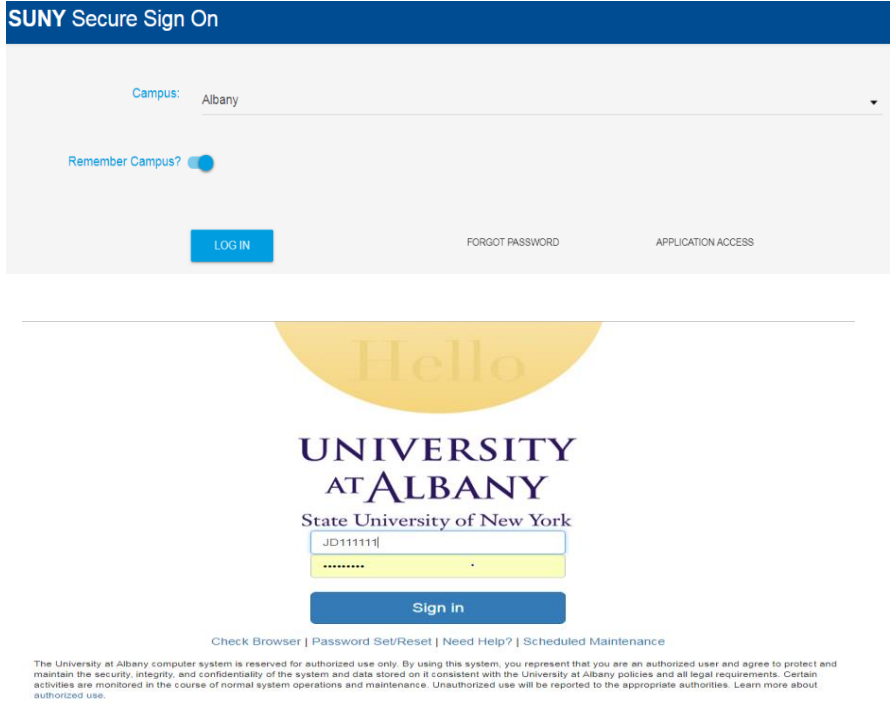
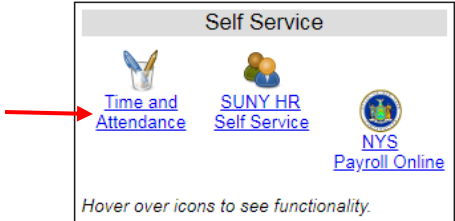
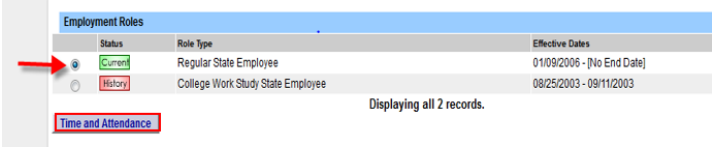
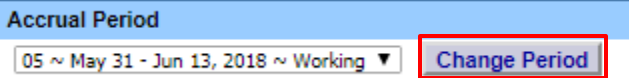
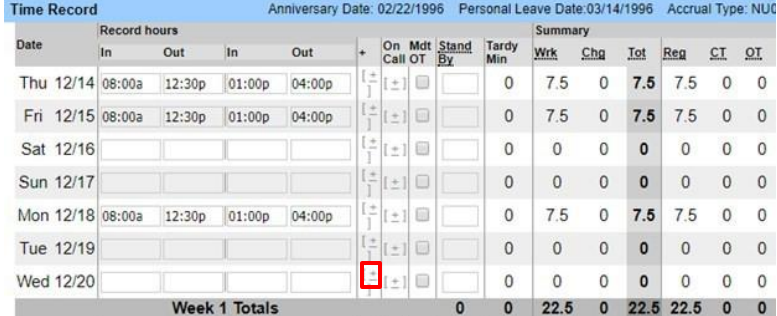


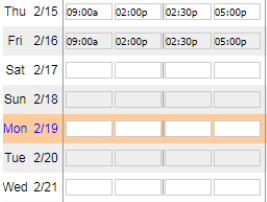




SUNY HR Time and Attendance System (TAS)

Classified Employee Time Record Entry Quick Reference

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. <ul style="list-style-type: none"> *We recommend using Firefox or Chrome as your Internet browser. ➤ Select Albany for the campus. ➤ Log in with your UAlbany username and password. 	
2	Access the Time & 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. 	 <p>The screenshot shows a table titled 'Employment Roles' with columns for Status, Role Type, and Effective Dates. The 'Current' role is selected, and the 'Time and Attendance' button is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Role Type</th> <th>Effective Dates</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>Regular State Employee</td> <td>01/09/2006 - [No End Date]</td> </tr> <tr> <td>History</td> <td>College Work Study State Employee</td> <td>08/25/2003 - 09/11/2003</td> </tr> </tbody> </table>	Status	Role Type	Effective Dates	Current	Regular State Employee	01/09/2006 - [No End Date]	History	College Work Study State Employee	08/25/2003 - 09/11/2003																																																																																																																																																		
Status	Role Type	Effective Dates																																																																																																																																																												
Current	Regular State Employee	01/09/2006 - [No End Date]																																																																																																																																																												
History	College Work Study State Employee	08/25/2003 - 09/11/2003																																																																																																																																																												
4	Select Accrual Period	<ul style="list-style-type: none"> ➤ Check that the correct accrual period is selected. If incorrect use the Accrual Period drop down box to select the correct period. ➤ Click Change Period. 	 <p>The screenshot shows the 'Accrual Period' dropdown menu set to '05 ~ May 31 - Jun 13, 2018 ~ Working'. The 'Change Period' button is highlighted with a red box.</p>																																																																																																																																																											
5	Enter Work Hours	<ul style="list-style-type: none"> ➤ Click the In cell to enter the time you started to work. ➤ Enter your start time and enter '<u>a</u>' for AM or '<u>p</u>' for PM and press Tab. ➤ In the Out cell, enter the time you finished working or started your meal break. Enter '<u>a</u>' for AM or '<u>p</u>' for PM and press Tab. ➤ Continue entering your Time In and Out in the appropriate fields. ➤ If you need additional fields, please click on the first (+) button. This will open additional time in and out fields. ➤ Once time worked has been entered, the system will calculate the time worked within the summary columns (worked, charged, total, regular, comp time and overtime). 	 <p>The screenshot shows the 'Time Record' table with columns for Date, Record hours (In, Out), and Summary (Wrk, Chg, Tot, Reg, CT, OT). The 'In' cell for Wednesday 12/20 is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="4">Record hours</th> <th rowspan="2">+</th> <th rowspan="2">On Call</th> <th rowspan="2">Mdt</th> <th rowspan="2">Stand By</th> <th rowspan="2">Tardy</th> <th colspan="6">Summary</th> </tr> <tr> <th>In</th> <th>Out</th> <th>In</th> <th>Out</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 12/14</td> <td>08:00a</td> <td>12:30p</td> <td>01:00p</td> <td>04:00p</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 12/15</td> <td>08:00a</td> <td>12:30p</td> <td>01:00p</td> <td>04:00p</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>Sat 12/16</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sun 12/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Mon 12/18</td> <td>08:00a</td> <td>12:30p</td> <td>01:00p</td> <td>04:00p</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>Tue 12/19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Wed 12/20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="9">Week 1 Totals</td> <td>0</td> <td>0</td> <td>22.5</td> <td>0</td> <td>22.5</td> <td>22.5</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Date	Record hours				+	On Call	Mdt	Stand By	Tardy	Summary						In	Out	In	Out	Wrk	Chg	Tot	Reg	CT	OT	Thu 12/14	08:00a	12:30p	01:00p	04:00p					0	7.5	0	7.5	7.5	0	0	Fri 12/15	08:00a	12:30p	01:00p	04:00p					0	7.5	0	7.5	7.5	0	0	Sat 12/16									0	0	0	0	0	0	0	Sun 12/17									0	0	0	0	0	0	0	Mon 12/18	08:00a	12:30p	01:00p	04:00p					0	7.5	0	7.5	7.5	0	0	Tue 12/19									0	0	0	0	0	0	0	Wed 12/20									0	0	0	0	0	0	0	Week 1 Totals									0	0	22.5	0	22.5	22.5	0	0
Date	Record hours				+	On Call	Mdt	Stand By						Tardy	Summary																																																																																																																																															
	In	Out	In	Out					Wrk	Chg	Tot	Reg	CT		OT																																																																																																																																															
Thu 12/14	08:00a	12:30p	01:00p	04:00p					0	7.5	0	7.5	7.5	0	0																																																																																																																																															
Fri 12/15	08:00a	12:30p	01:00p	04:00p					0	7.5	0	7.5	7.5	0	0																																																																																																																																															
Sat 12/16									0	0	0	0	0	0	0																																																																																																																																															
Sun 12/17									0	0	0	0	0	0	0																																																																																																																																															
Mon 12/18	08:00a	12:30p	01:00p	04:00p					0	7.5	0	7.5	7.5	0	0																																																																																																																																															
Tue 12/19									0	0	0	0	0	0	0																																																																																																																																															
Wed 12/20									0	0	0	0	0	0	0																																																																																																																																															
Week 1 Totals									0	0	22.5	0	22.5	22.5	0	0																																																																																																																																														

Step	Purpose	Action	Screenshots
6	Enter Optional Comments	<ul style="list-style-type: none"> ➤ Enter Additional Comments if applicable. <i>*Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</i> 	
7	Requesting Time Off	<ul style="list-style-type: none"> ➤ All time off for Classified employees must be requested using the Request Time Off feature in this system. ➤ Time charged hours are only displayed on the time record once the time off request has been approved by the supervisor*. To charge accruals, employees must submit a time off request to their supervisor. See Requesting Time Off instructions. <i>*If the approved request is for a date in the future, it will not show until that date.</i> 	
8	Holidays	<ul style="list-style-type: none"> ➤ Holidays will appear highlighted on your time record once the date of the holiday has been reached. ➤ If you do not work on a holiday, no action is necessary. ➤ If you worked a full or partial holiday, please see the training guide for the additional steps necessary. 	
9	Save Time Record	<ul style="list-style-type: none"> ➤ Click the Save Time Record button to save your time record to work on it at a later time. <i>* Warning: If you do not click the 'Save Time Record' button, all of your work hours will be deleted.</i> ➤ Clicking 'Save Time Record' will not submit your time record to your supervisor (see next step). 	

<i>Step</i>	<i>Purpose</i>	<i>Action</i>	<i>Screenshots</i>
10	Submit Time Record	<ul style="list-style-type: none"> ➤ Click the checkbox next to 'I certify that this time report represents a correct accounting for the specified period'. ➤ Click Submit to Supervisor. 	

Questions?

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

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