UNIVERSITY AT ALBANY
State University of New York

SUNY HR Time and Attendance System (TAS)

FACULTY - EMPLOYEE TRAINING DOCUMENT

Agenda

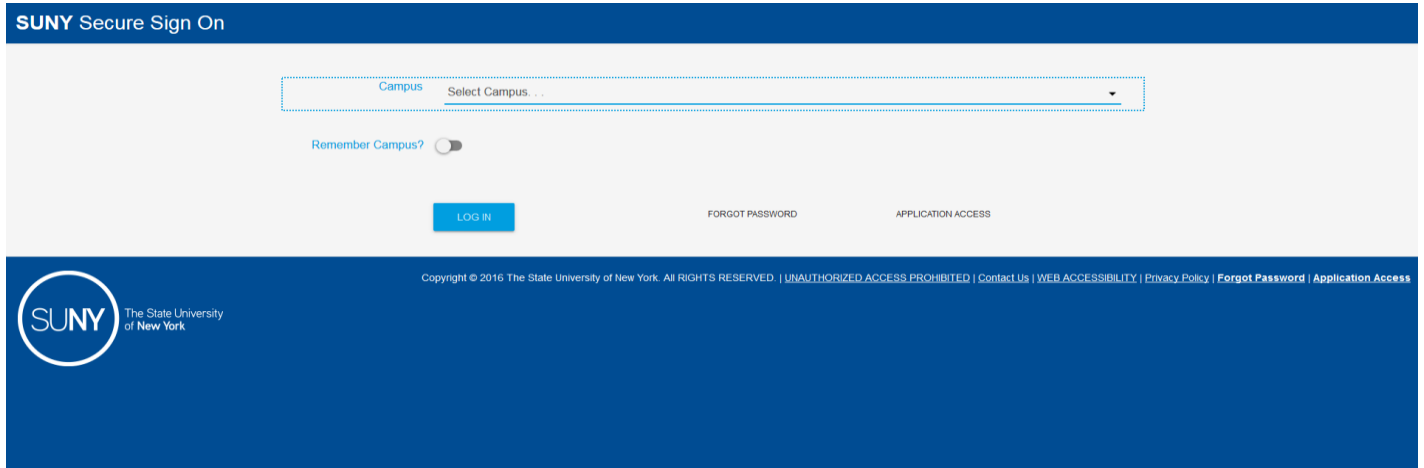
- Logging Into the SUNY HR Portal
- Summary Page – Reporting No Usage
- Recording Time Off
- Non-Chargeable Leave and Family Medical Leave (FMLA)
- General Information
- Submitting Your Time Record
- Time Records Contact Information
- Information for Supervisors of Faculty

Introduction

- The SUNY HR Time and Attendance System (TAS) is an electronic time reporting system that is replacing MyUAlbany for time records purposes.
- You will continue to be required to report the usage or non-usage of accruals on a monthly basis. Reporting should be done by the 5th of the month for the previous month.
- You will get reminders from donotreply@SUNY.edu if your time record is late. Please note that if the time record remains incomplete for a period of time, your supervisor and the Dean's Office will also receive an email notification.
- Once you start using TAS no additional MyUAlbany entries should be made.

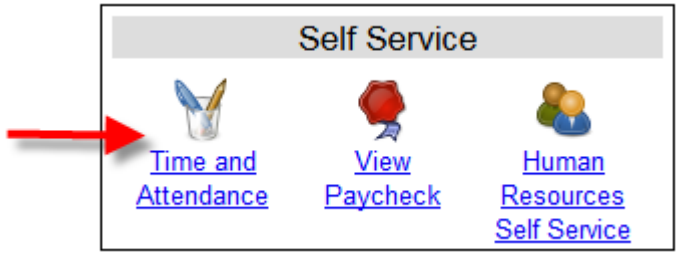
Logging into the SUNY HR portal

- 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 done.

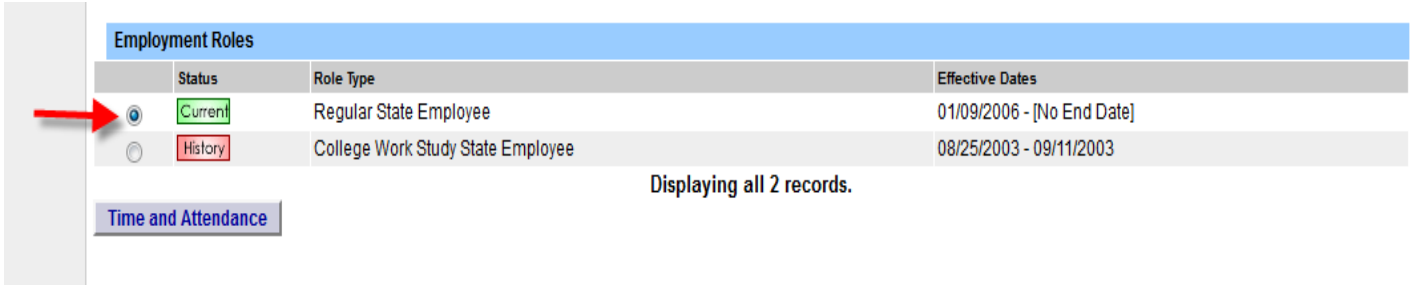


Logging into the SUNY HR portal

- Click on the **Time and Attendance** link located in the Self Service box (see example below).

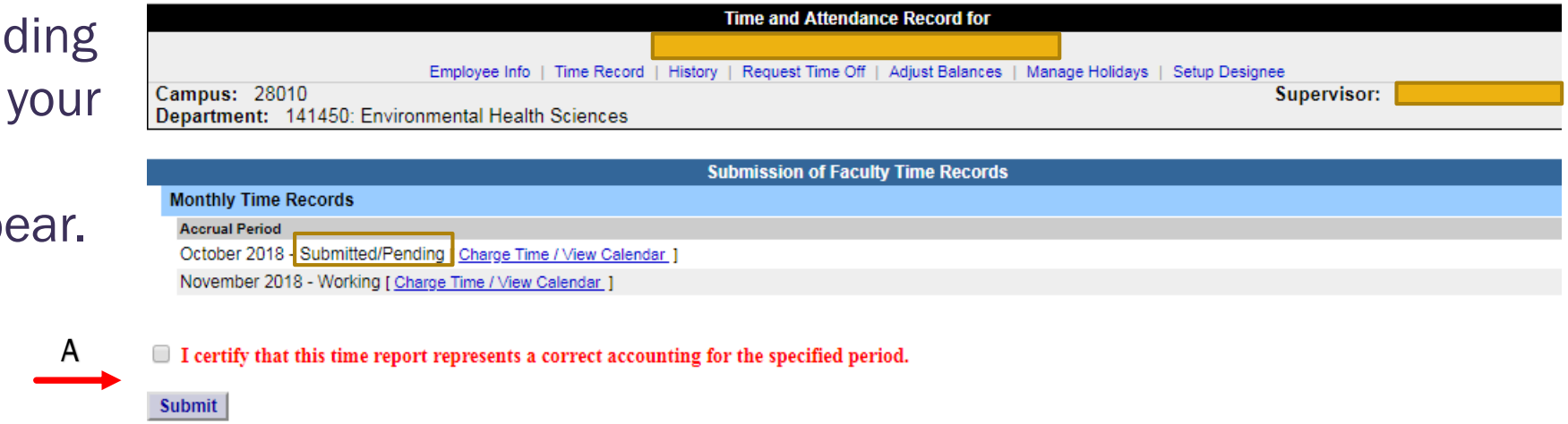


- For security purposes you will be asked for your date of birth.
- Select the current employment role (if not already selected) and click the **Time and Attendance** button. This will take you to the TAS Summary Page.



Time and Attendance Record – Summary Page and reporting of “no usage”

- Faculty are able to certify and submit their time records directly from the summary page if no sick accruals were used within the reporting month. Only one month (in date order) can be submitted at a time.
- To submit a record reflecting no accrual usage, click “I certify” box and submit (A).
- Once submitted, the record will be in submitted/pending status until approved by your supervisor and the next reporting month will appear.



Reporting Usage

- If usage occurred during a month, click “Charge Time/View Calendar” next to the month. If not already displayed, select the appropriate reporting month in the Accrual Period field (see A). If necessary, you can change the reporting month using the drop down box and clicking **Change Period** (see B).

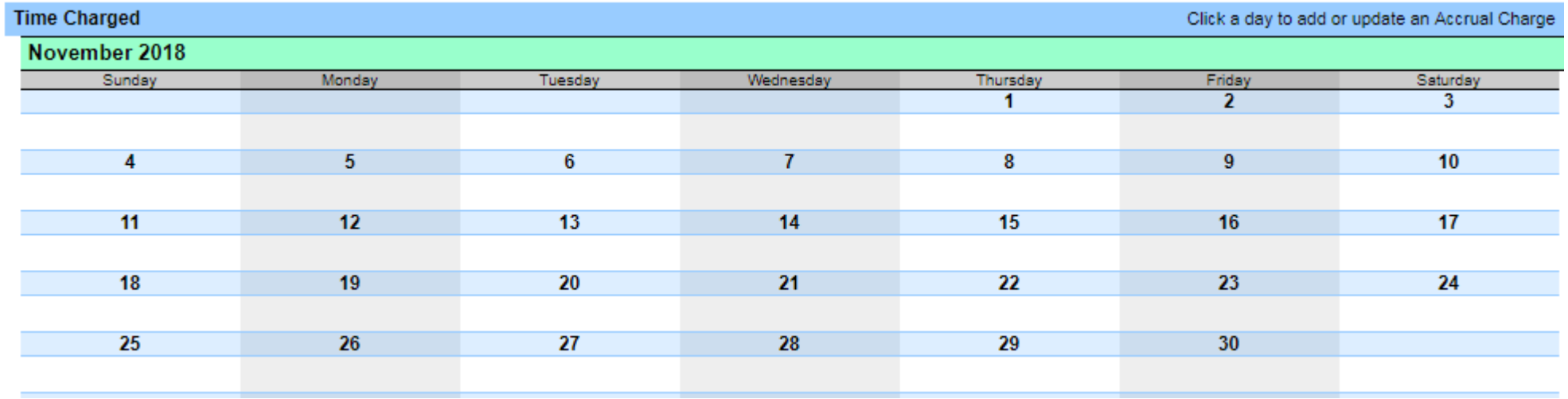
- Next to the Accrual Period, the status of Working, Pending or Approved will appear. Working means you can make entries, Pending means you can make entries, but the record has gone to your supervisor for their review, and Approved means your supervisor has approved that month’s record.

Recording Time Off

- Accrual usage is entered in the Time Charged section of your record.

Note – TAS has a **Request Time Off feature. At this time, we are not utilizing it. Additional information on this feature will be distributed at a later date.*

- Double click on the day you need to enter accrual usage for. This will open a new screen (see next slide) where you will enter your usage.



Time Charged — Click a day to add or update an Accrual Charge

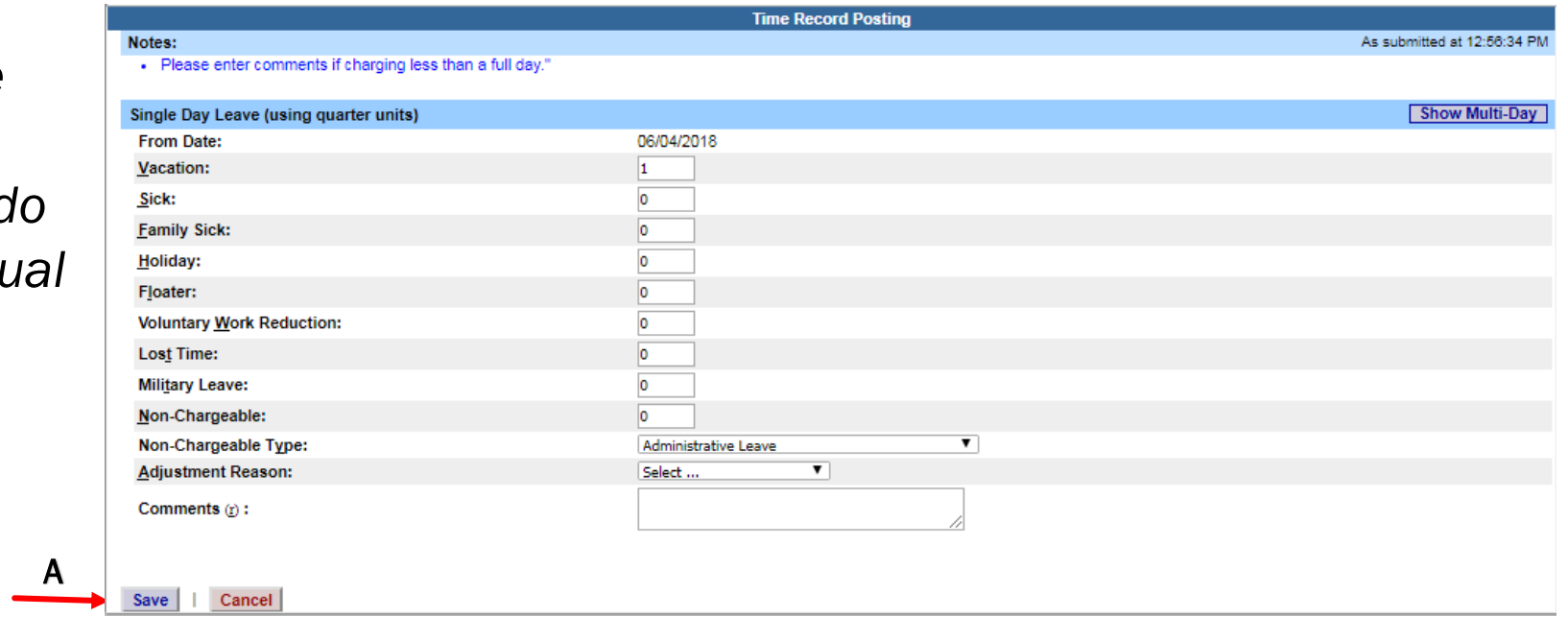
November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Recording Time Off – Single Day

- The new screen is for single (or partial) day absences. Enter the amount of accrual usage in quarter day increments (.25, .50, .75, 1) next to the appropriate accrual type(s)*, then select. Save (see A).

**Charges made by 10 month Faculty should be for sick leave (self or Family Sick) or non-chargeable absences. Please do not indicate usage next to accrual types you are not eligible to accrue/use.*

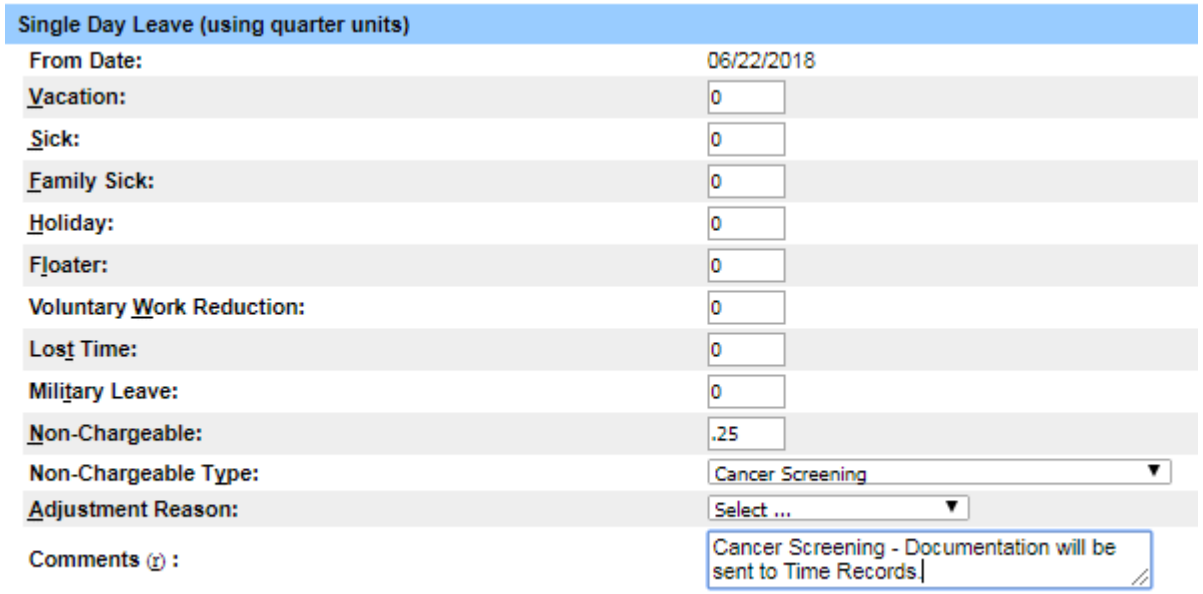


Recording Time Off – Multiple Day Absence

- Double click on the first day of your absence on the Time Charged section of your record. This will open the same screen used for single day entries.
- At the top right of the new screen, click on the **Show Multi-Day** button.
- On the Multiple Day Leave screen, enter the end date of your absence. This date must be within the same month as the beginning date of the absence. If your absence spans two months, a separate entry must be made for the following reporting month.
- Select the amount of accruals to be charged each day in quarter day increments and select the type(s) of accruals. This amount of time and type(s) of accruals will be charged for each workday within the date range you input.

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 follow the process for recording time off. However, instead of indicating accrual usage, 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.



General Information

- After making any changes to your record, it is important to click **Save Time Record** at the bottom of your record. This will not submit your record. If your record is not saved, any changes you have made will be lost.
- You can enter comments for your personal reference, or for your supervisor, in the Time Record Comments Field. Please note that entries in this field are a permanent record.
- If you would like a paper copy of your Time Record, you can print one by clicking on the **PDF Report**.
- You can view prior time records by selecting the **History** link located below your name. History is only available as of the date you started using SUNY HR TAS.

Submitting Your Time Record

- When the time record is complete, click on the “I certify…” box and select **Submit to Supervisor**.
- If, during a month, no accrual usage or non-chargeable leave occurred, the only action you need to take is to Submit your time record. Remember – This can be done directly on the Summary Page.

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 month 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/prof_leave.php

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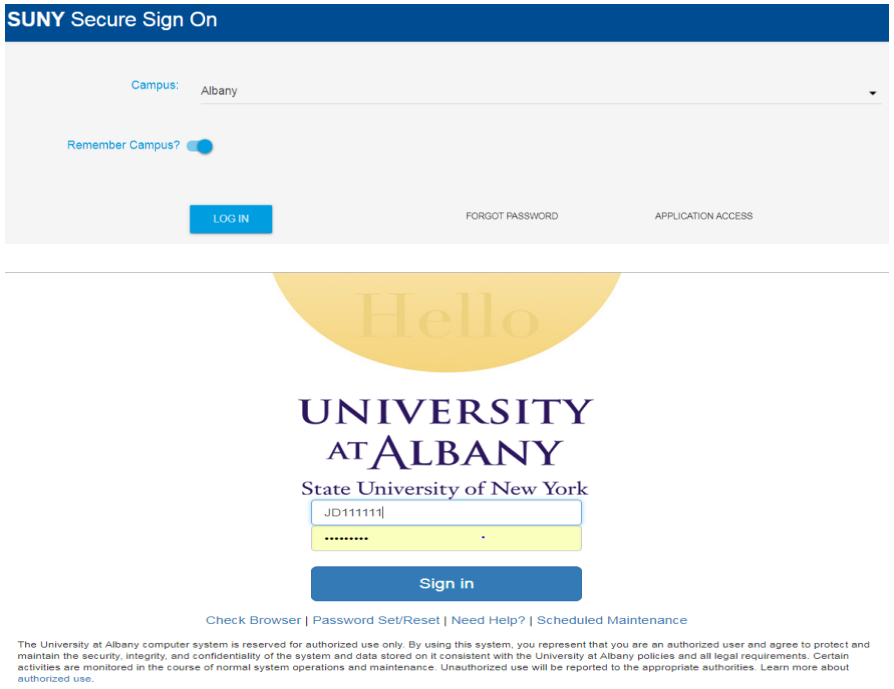
SUPERVISOR'S GUIDE FOR FACULTY

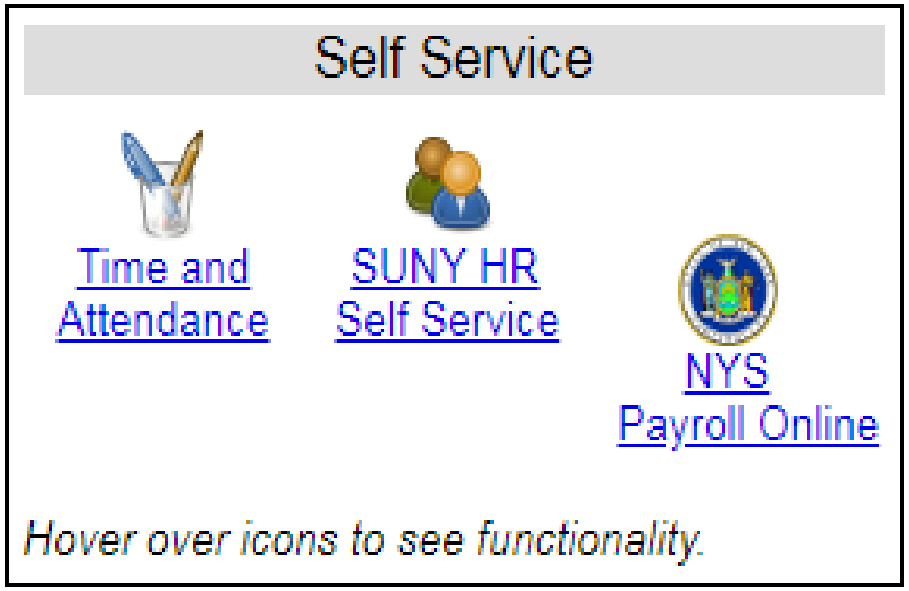
Logging onto the System

- Begin at [www.suny.edu/hrportal.](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.*



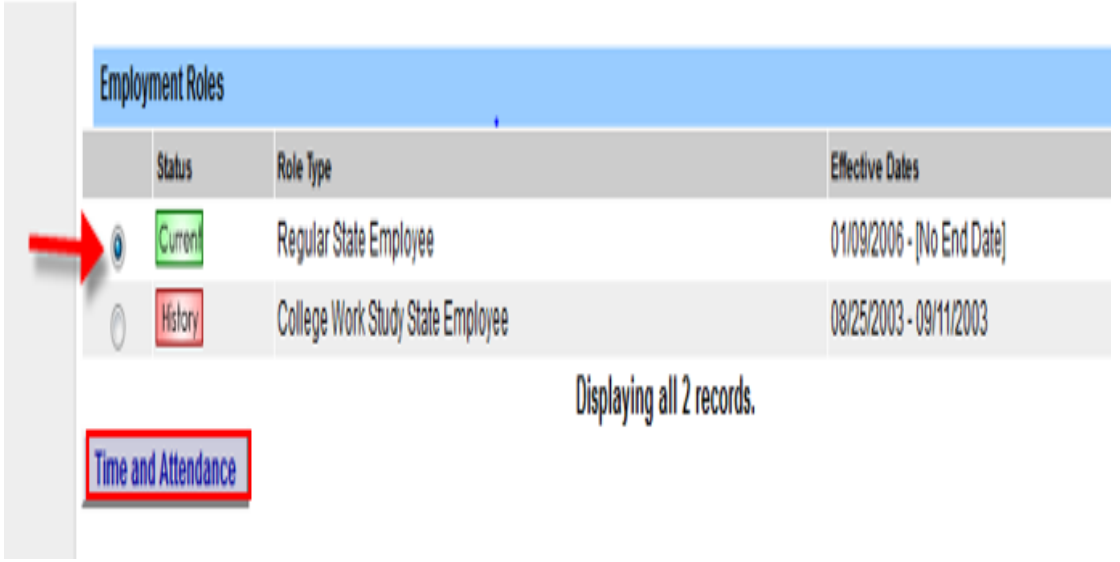
Access the Time and Attendance Section

- 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 the Time Record

- The Pending Time Records Approval section is the second section on your Supervisor Work Roster.
- On the roster next to each employee's name is a summary of their time charged for the month. If the employee did not charge time, or the time charged is accurate, you may approve the time record directly on the roster by checking the Approval button and Submit.
- If you would like to review a Faculty time record, click on the Details link under the employee's name. This will bring up the monthly time record. Review the Time Charged section for accuracy. Once on this screen, scroll to the bottom and click on Approve or Deny (a denial requires a comment).
- Once a time record is approved it will no longer appear on the roster.

Pending Time Records Approvals

Unclassified Employee	Neg. Unit	Accrual Period	Time Charged (Days) Vacation	Sick	Holiday	Other	Approval Approve	Deny
A → Employee A [Details] [History]	08	December 2018	0	2	0	0	○	○
Employee B [Details] [History]	08	December 2018	0	0	0	0	○	○

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?

- Faculty Time Records Full Training Guide: https://www.albany.edu/hr/assets/Faculty-TAS-training.pdf
- timerecords@albany.edu
- Phone: (518) 437-4715
- Fax: (518) 437-4731