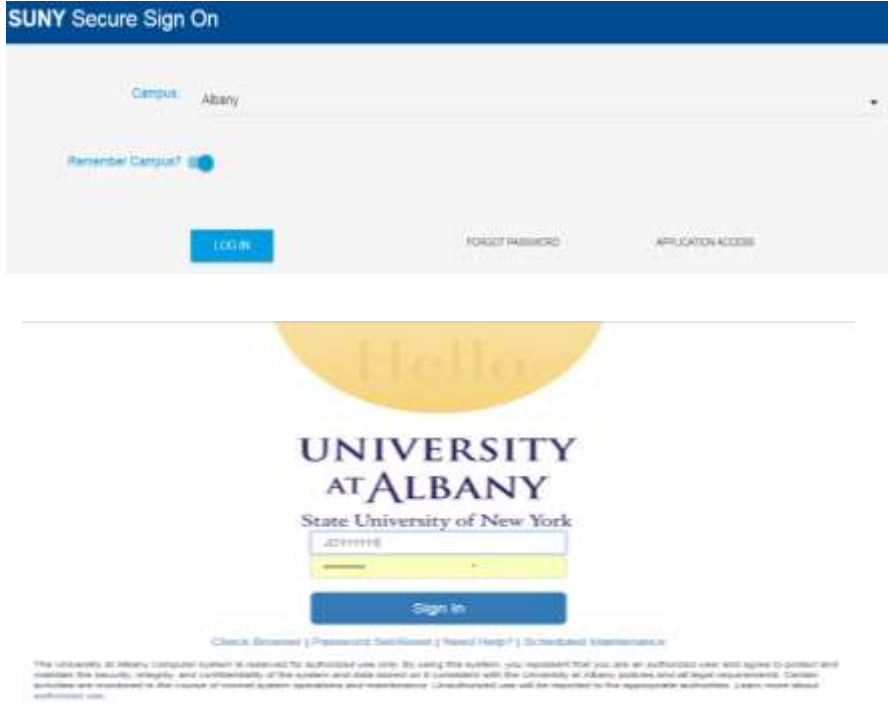





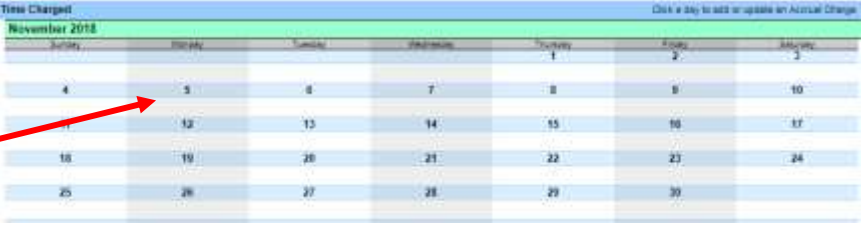
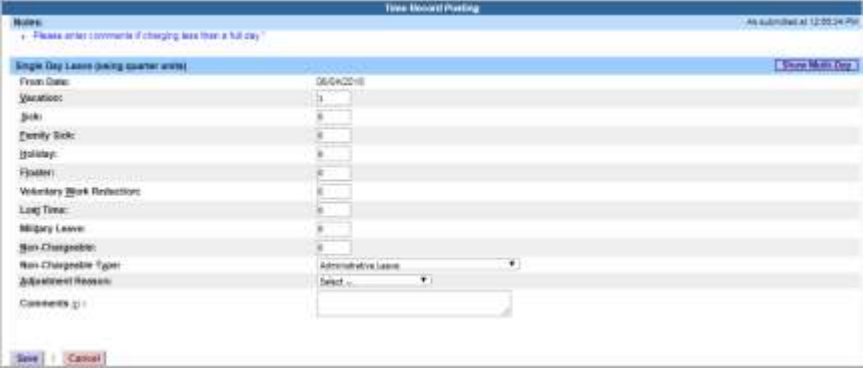


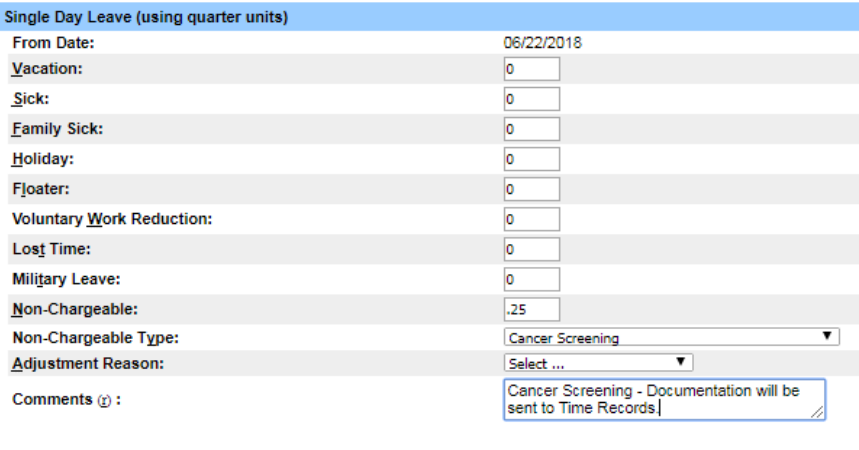

SUNY HR Time and Attendance System (TAS)

Faculty Time Record Entry Quick Reference

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & 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. ➤ Your UAlbany username and password are the same as when logging into your campus email. Contact the ITS helpdesk at 518-442-3700 if you do not know your username and password. 	
2	Access the Time & Attendance Section	<ul style="list-style-type: none"> ➤ Click Time and Attendance in the Self Service section. ➤ Enter your date of birth for security purposes. 	

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. 	
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. 	
5	Time and Attendance Summary and reporting of “no usage”	<ul style="list-style-type: none"> ➤ 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 the “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. 	
6	Reporting Usage	<ul style="list-style-type: none"> ➤ If usage occurred during a month, click “Charge Period/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. 	

Step	Purpose	Action	Screenshots
7	Recording Time Off	<ul style="list-style-type: none"> ➤ 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 screenshot) where you enter your usage. 	
8	Recording Time Off – Single Day	<ul style="list-style-type: none"> ➤ 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. 	
9	Recording Time Off – Multiple Day Absence	<ul style="list-style-type: none"> ➤ 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. 	

Step	Purpose	Action	Screenshots
10	Non-Chargeable Leave and FMLA	<ul style="list-style-type: none"> ➤ 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. ➤ If you are approved for Family Medical Leave, Time Records can instruct you on how to label your absence(s) as FMLA. 	
11	General Information	<ul style="list-style-type: none"> ➤ 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 	
12	Submit Time Record	<ul style="list-style-type: none"> ➤ 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. 	

<i>Step</i>	<i>Purpose</i>	<i>Action</i>	<i>Screenshots</i>
13	Closing	<ul style="list-style-type: none"> ➤ 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. <p style="text-align: center;">QUESTIONS??</p> <p style="text-align: center;">timerecords@albany.edu</p> <p style="text-align: center;">Phone: (518) 437-4715 Fax: (518) 437-4731</p> <p style="text-align: center;">University Administration Building (UAB) – Room 300</p> <p style="text-align: center;">https://www.albany.edu/hr/prof_leave.php</p>	

Questions?

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

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