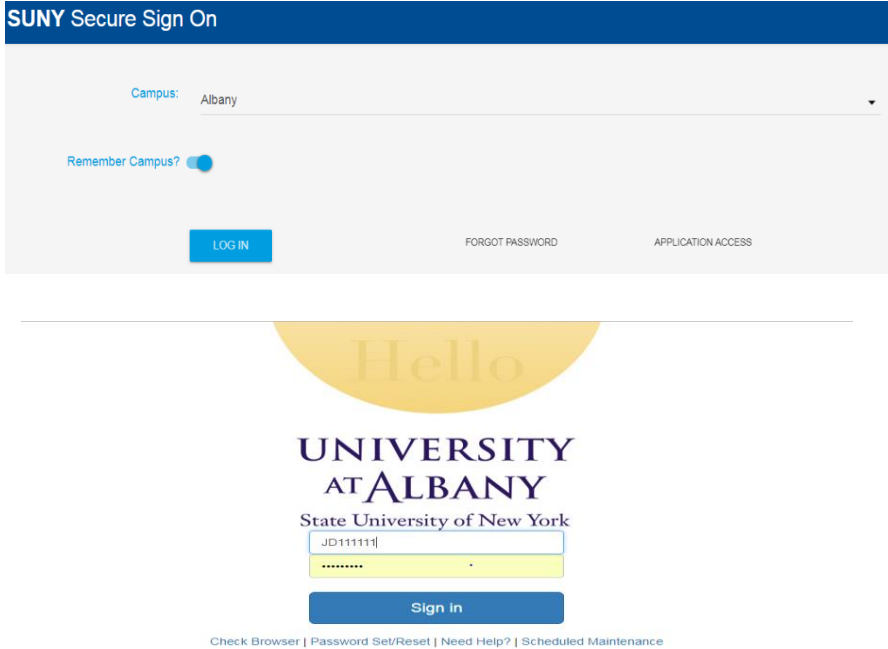
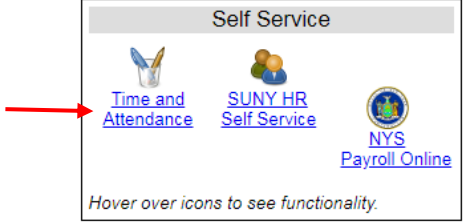
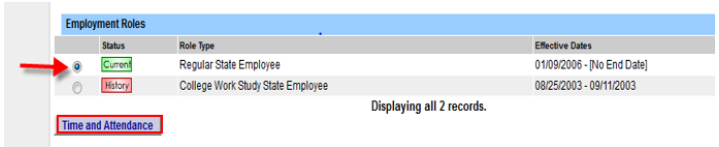

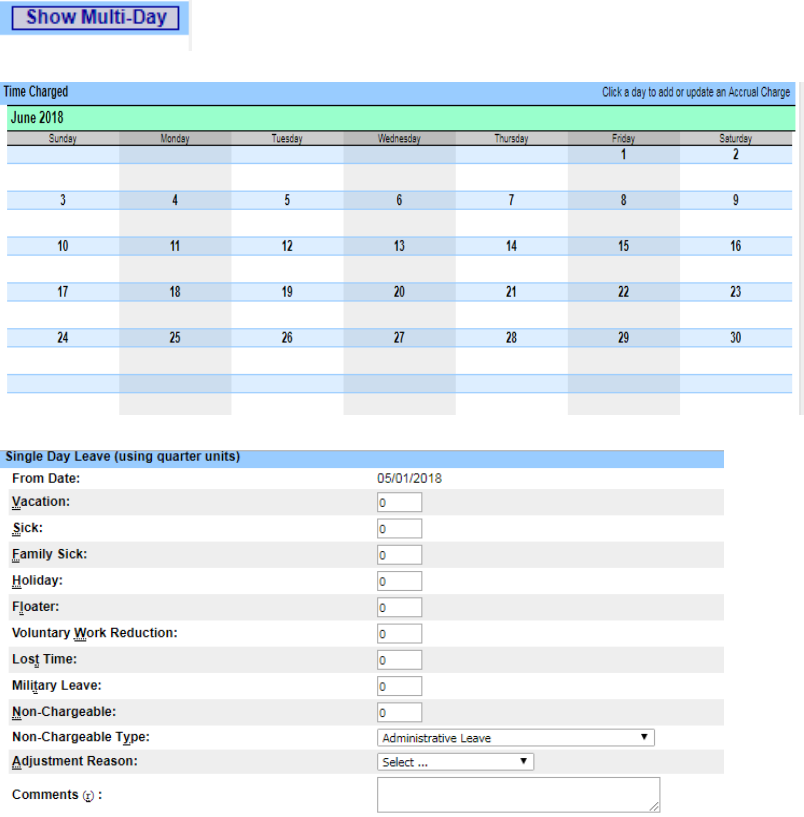
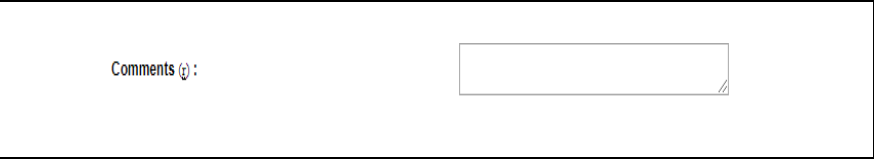
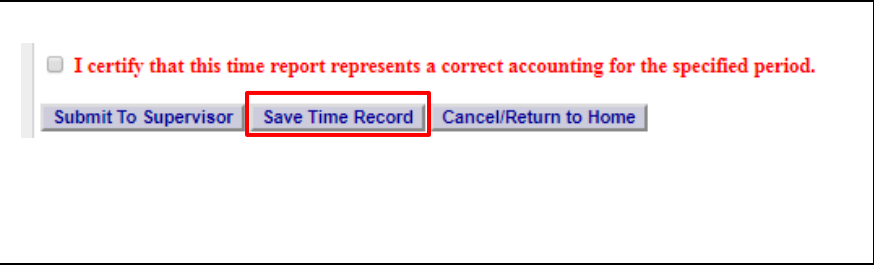
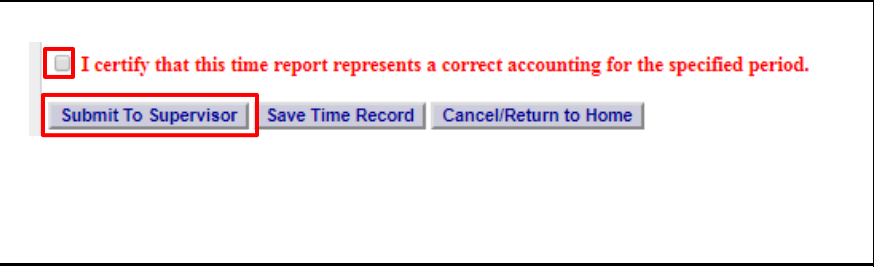
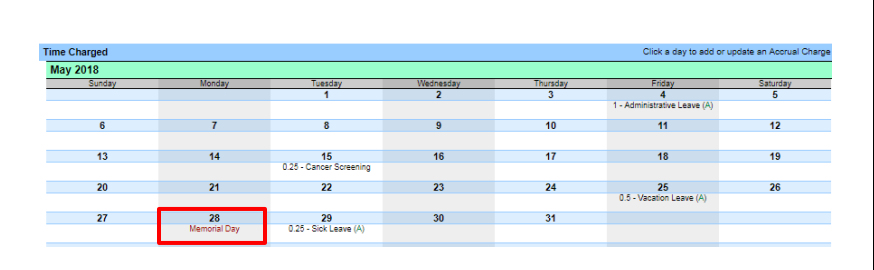


# SUNY HR Time and Attendance System (TAS)

## Professional Employee Time Record Entry Quick Reference

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & Attendance System	<ul style="list-style-type: none"> <li>➤ Begin at <a href="http://www.suny.edu/hrportal">www.suny.edu/hrportal</a>.                             <ul style="list-style-type: none"> <li>*We recommend using Firefox or Chrome as your Internet browser.</li> </ul> </li> <li>➤ Select <b>Albany</b> for the campus.</li> <li>➤ Log in with your <b>UAlbany username and password</b>.</li> </ul>	
2	Access the Time & Attendance Section	<ul style="list-style-type: none"> <li>➤ Click <b>Time and Attendance</b> in the Self Service section.</li> </ul>	

Step	Purpose	Action	Screenshots
3	Select your Current Employment Role	<ul style="list-style-type: none"> <li>➤ Select your current employment role (if not already selected).</li> <li>➤ Click the <b>Time and Attendance</b> button.</li> </ul>	 <p>The screenshot shows a table titled 'Employment Roles' with columns for Status, Role Type, and Effective Dates. The 'Current' role is 'Regular State Employee' with effective dates from 01/09/2006 to (No End Date). A 'History' role is 'College Work Study State Employee' with effective dates from 08/25/2003 to 09/11/2003. A 'Time and Attendance' button is highlighted with a red box at the bottom.</p>
4	Select Accrual Period	<ul style="list-style-type: none"> <li>➤ Check that the correct accrual period is selected. If incorrect use the <b>Accrual Period</b> drop down box to select the correct period.</li> <li>➤ Click <b>Change Period</b>.</li> </ul>	 <p>The screenshot shows a dropdown menu for 'Accrual Period' with 'May 2018 ~ Working' selected. A 'Change Period' button is highlighted with a red box to the right.</p>
5	Recording Time Off	<ul style="list-style-type: none"> <li>➤ Accrual usage is entered in the Time Charged section of your record.</li> <li>➤ Click on the <b>date</b> you took time off.</li> <li>➤ Enter the amount of accrual usage in quarter day increments (.25, .50, .75, 1) next to the appropriate accrual type(s).</li> <li>➤ For Multi-day leave reporting, please select the <b>Show Multi-Day</b> request button.</li> <li>➤ For full time entry instructions, including how to enter multiple day absences, please see the Recording Time Off section of the full <a href="#">Training Guide</a>.</li> </ul> <p><i>*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.</i></p>	 <p>The screenshot shows the 'Time Charged' section with a 'Show Multi-Day' button. Below is a calendar for June 2018 with accrual charges entered for Friday (1) and Saturday (2). Below the calendar is a list of accrual types with input fields for values:</p> <ul style="list-style-type: none"> <li>From Date: 05/01/2018</li> <li>Vacation: <input type="text" value="0"/></li> <li>Sick: <input type="text" value="0"/></li> <li>Family Sick: <input type="text" value="0"/></li> <li>Holiday: <input type="text" value="0"/></li> <li>Foater: <input type="text" value="0"/></li> <li>Voluntary Work Reduction: <input type="text" value="0"/></li> <li>Lost Time: <input type="text" value="0"/></li> <li>Military Leave: <input type="text" value="0"/></li> <li>Non-Chargeable: <input type="text" value="0"/></li> <li>Non-Chargeable Type: Administrative Leave</li> <li>Adjustment Reason: Select ...</li> <li>Comments: <input type="text"/></li> </ul>

Step	Purpose	Action	Screenshots
6	Enter Additional Comments	<ul style="list-style-type: none"> <li>➤ Enter Additional Comments if applicable.</li> <li>*Note: Comments cannot be edited or deleted once submitted and become a permanent part of your time record.</li> </ul>	
7	Save Time Record	<ul style="list-style-type: none"> <li>➤ Click the <b>Save Time Record</b> button to save your time record to work on it at a later time.</li> <li>* Warning: If you do not click the “Save Time Record” button, all of your work hours will be deleted.</li> <li>➤ Clicking <b>Save Time Record</b> will not submit your time record to your supervisor.</li> </ul>	
8	Submit Time Record	<ul style="list-style-type: none"> <li>➤ Click the <b>checkbox</b> next to ‘I certify that this time report represents a correct accounting for the specified period’.</li> <li>➤ Click <b>Submit to Supervisor</b>.</li> </ul>	
9	Holidays	<ul style="list-style-type: none"> <li>➤ Holidays will be indicated on your time charged calendar in red font.</li> <li>➤ If you do <b>not work</b> on a holiday no action is needed.</li> <li>➤ If you <b>worked a full or partial holiday</b>, please see the Holiday section of the full <a href="#">Training Guide</a> for the additional steps required.</li> </ul>	

### Questions?

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

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