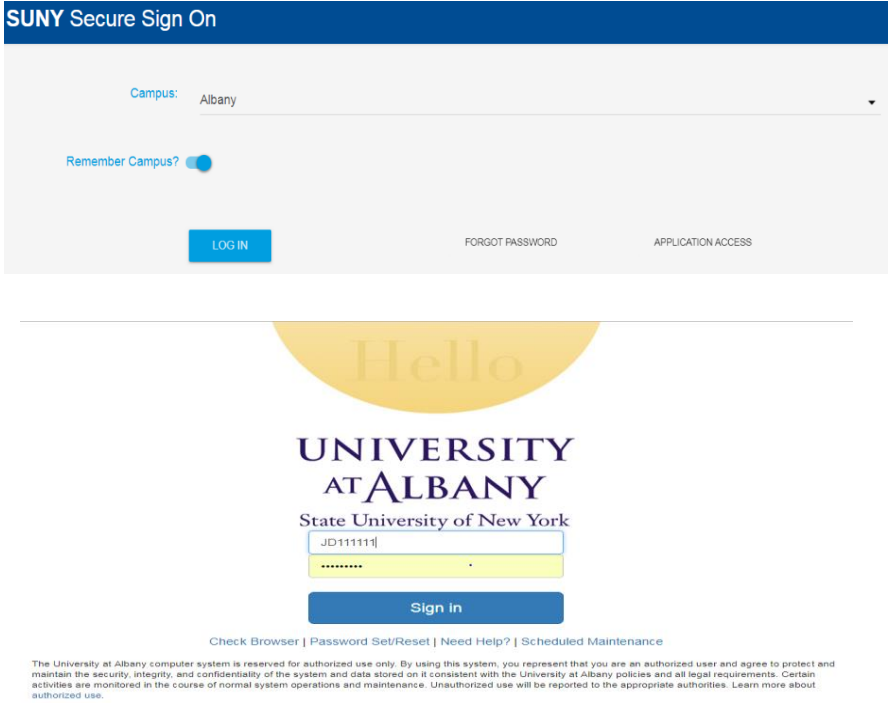
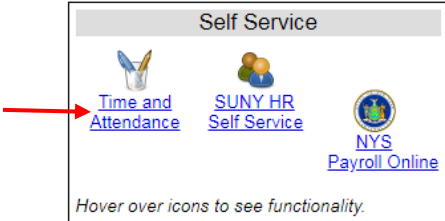


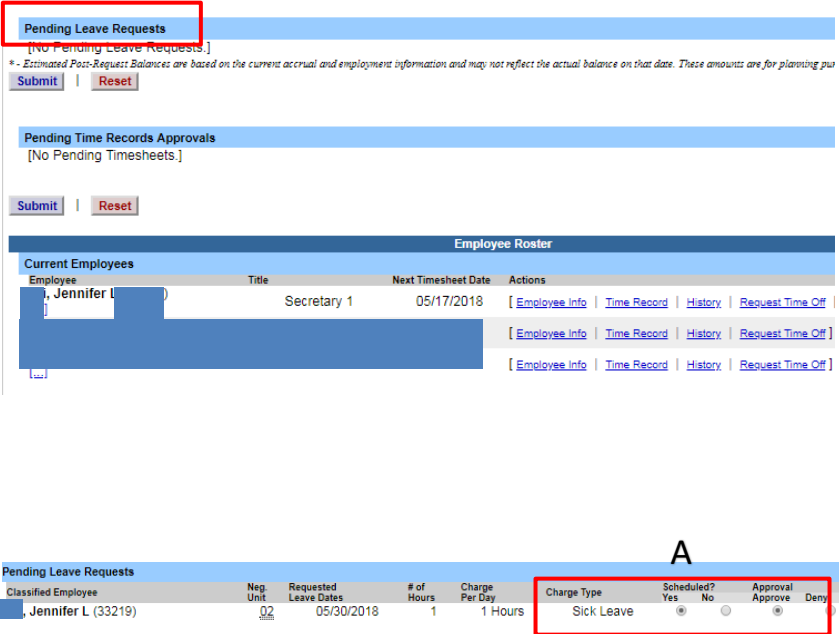


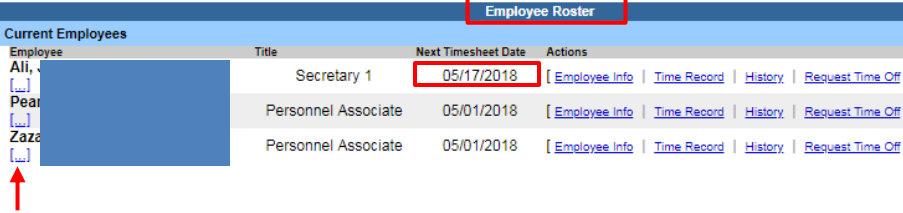
# SUNY HR Time and Attendance System (TAS)

## Supervisor Guide – Reviewing Classified Time Records

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time And 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 UAlbany username and password.</li> </ul> <p><i>*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 <a href="mailto:DoNotReply@suny.edu">DoNotReply@suny.edu</a>. We suggest logging in to SUNY HR TAS on a regular basis to review your supervisor roster.</i></p>	
2	Access the Time and Attendance Section	<ul style="list-style-type: none"> <li>➤ Click <b>Time and Attendance</b> in the Self Service section.</li> </ul>	

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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 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							
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4	Navigate to your Supervisor Work Roster	<ul style="list-style-type: none"> <li>➤ Click on the <b>Supervisor Work Roster</b> link under your name.</li> </ul>	 <p>The screenshot shows the "Time and Attendance Record for Kathy R" with a navigation menu. The "Supervisor Work Roster" link is highlighted with a red box.</p>																
5	Review Pending Leave Requests	<ul style="list-style-type: none"> <li>➤ The Pending Leave Request Section lists all time off requests requiring your attention.</li> <li>➤ It is important to review pending leave requests before reviewing pending time records.</li> <li>➤ To <b>approve</b> a time off request, click on the button in the approve column and submit.</li> <li>➤ 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).</li> <li>➤ To <b>deny</b> 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.</li> <li>➤ <b>If an employee is charging sick time</b> (including family sick), you as the supervisor must indicate if the absence was scheduled (yes) or unscheduled (no) when approving the request (See A).</li> </ul>	 <p>The screenshot shows the "Pending Leave Requests" section with a red box around the "Pending Leave Requests" header. Below it is the "Employee Roster" section. At the bottom, the "Pending Leave Requests" table is shown with a red box around the "Sick Leave" charge type.</p> <table border="1"> <thead> <tr> <th>Classified Employee</th> <th>Neg. Unit</th> <th>Requested Leave Dates</th> <th># of Hours</th> <th>Charge Per Day</th> <th>Charge Type</th> <th>Scheduled? Yes No</th> <th>Approval Approve Deny</th> </tr> </thead> <tbody> <tr> <td>Jennifer L (33219)</td> <td>02</td> <td>05/30/2018</td> <td>1</td> <td>1 Hours</td> <td>Sick Leave</td> <td>⊕ ⊖</td> <td>⊕ ⊖</td> </tr> </tbody> </table>	Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled? Yes No	Approval Approve Deny	Jennifer L (33219)	02	05/30/2018	1	1 Hours	Sick Leave	⊕ ⊖	⊕ ⊖
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6	Review the Time Record	<ul style="list-style-type: none"> <li>➤ The <b>Pending Time Records Approval</b> section is the second section on your <b>Supervisor Work Roster</b>.</li> <li>➤ To review a Classified employee's time record, click on the <b>Details</b> link under their name. This will bring up the two week time record for your review.</li> <li>➤ Review information in the <b>Record Hours</b> 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.</li> <li>➤ Review the <b>Summary</b> 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.</li> <li>➤ Review the <b>Paid Hours</b> section. This summarizes any Overtime or Holiday time to be paid.</li> <li>➤ Review the <b>Time Charged</b> section for accuracy.</li> </ul>	<p><b>Pending Time Records Approvals</b></p> <p>Classified Employee: Jennifer L. (33219) [Details] [History]</p> <p>Accrual Period: 05/17/2018 - 05/30/2018</p> <p>Time Charged (Hours): Vacation: 0, Sick: 1.5, Holiday: 7.5, Other: 0</p> <p><b>Time Record</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>In</th> <th>Out</th> <th>In</th> <th>Out</th> <th>+</th> <th>Re Call</th> <th>Mdt</th> <th>OT</th> <th>Stand By</th> <th>Tardy Min</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 5/17</td><td>09:00a</td><td>02:00p</td><td>02:30p</td><td>05:00p</td><td></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 5/18</td><td>09:00a</td><td>02:00p</td><td>02:30p</td><td>05:00p</td><td></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 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8	Employee Roster	<p>➤ 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.</p> <p>➤ It is important to review the “<b>Next Timesheet Date</b>” column on your roster. This date is the start date of the most recent time record that has not yet been approved. In the screenshot on the right, the top row lists 5/17/18 as the next timesheet date. This means that the record ending 5/16/18 has been approved. Ultimately, a supervisor is responsible to ensure all supervisees’ time records are up to date.</p> <p>➤ 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 they employees they supervise.</p>	 <table border="1"> <thead> <tr> <th>Employee</th> <th>Title</th> <th>Next Timesheet Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Ali, [...]</td> <td>Secretary 1</td> <td>05/17/2018</td> <td>[Employee Info]   [Time Record]   [History]   [Request Time Off]</td> </tr> <tr> <td>Pearl, [...]</td> <td>Personnel Associate</td> <td>05/01/2018</td> <td>[Employee Info]   [Time Record]   [History]   [Request Time Off]</td> </tr> <tr> <td>Zaza, [...]</td> <td>Personnel Associate</td> <td>05/01/2018</td> <td>[Employee Info]   [Time Record]   [History]   [Request Time Off]</td> </tr> </tbody> </table>	Employee	Title	Next Timesheet Date	Actions	Ali, [...]	Secretary 1	05/17/2018	[Employee Info]   [Time Record]   [History]   [Request Time Off]	Pearl, [...]	Personnel Associate	05/01/2018	[Employee Info]   [Time Record]   [History]   [Request Time Off]	Zaza, [...]	Personnel Associate	05/01/2018	[Employee Info]   [Time Record]   [History]   [Request Time Off]
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Ali, [...]	Secretary 1	05/17/2018	[Employee Info]   [Time Record]   [History]   [Request Time Off]																
Pearl, [...]	Personnel Associate	05/01/2018	[Employee Info]   [Time Record]   [History]   [Request Time Off]																
Zaza, [...]	Personnel Associate	05/01/2018	[Employee Info]   [Time Record]   [History]   [Request Time Off]																

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.

Questions?

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

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