### SUNY HR Time and Attendance System (TAS)

**Supervisor Quick Guide – Reviewing Faculty Time Records**

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| 1    | Log on to the SUNY Time & Attendance System | ➢ Begin at [www.suny.edu/hrportal](http://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.* | ![SUNY Secure Sign On](image) |
<p>| 2    | Access the Time &amp; Attendance Section | ➢ Click Time and Attendance in the Self Service section. | <img src="image" alt="Self Service" /> |</p>
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| 3    | Select your Current Employment Role | ➢ Select your current employment role (if not already selected).  
➢ Click the Time and Attendance button. | ![Time and Attendance button](image1) |
| 4    | Navigate to your Supervisor Work Roster | ➢ Click on the Supervisor Work Roster link under your name. | ![Supervisor Work Roster link](image2) |
| 5    | Pending Time Records Approvals | ➢ 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 summary is acceptable, proceed to the right and select an action under “Approval”. Actions are “Approve”, Deny” or “Postpone” (postpone is essentially a hold button”. Then click on submit to complete your review.  
➢ If you want to examine the time record further before deciding on an action, click on the Details link under their name. This will bring up the monthly time record for your review. | ![Pending Time Records Approval](image3) |
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| 6    | 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.  
➢ It is important to review the “Next Timesheet Date” column on your roster. This date is the first day of the month for which a time record has not been approved. If this date is not current, action needs to be taken to get the employee’s time record up to date. Ultimately, a supervisor is responsible to ensure all supervisees’ time records are up to date.  
➢ 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. | |
| 7    | Email Reminders | When your attention to TAS is necessary, you will receive an email reminder from Donotreply@SUNY.edu.  
You have pending time and attendance items that require your review and action.  
One of your employees, who is a supervisor, has expiring time and attendance items that have not been acted on. | |

Questions?

Full Training Guide: [https://www.albany.edu/hr/assets/Professional-TAS-training.pdf](https://www.albany.edu/hr/assets/Professional-TAS-training.pdf)

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