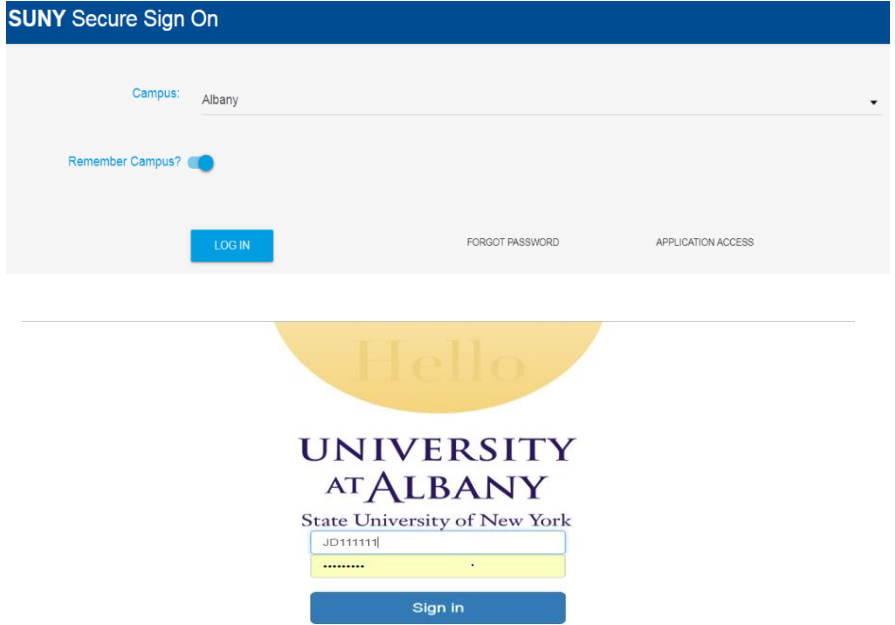
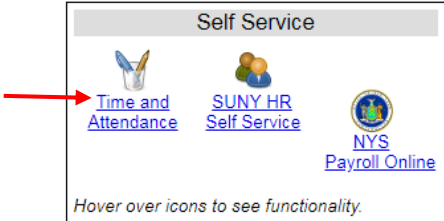
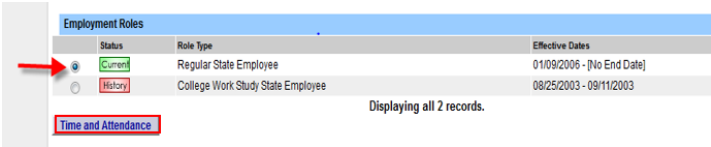

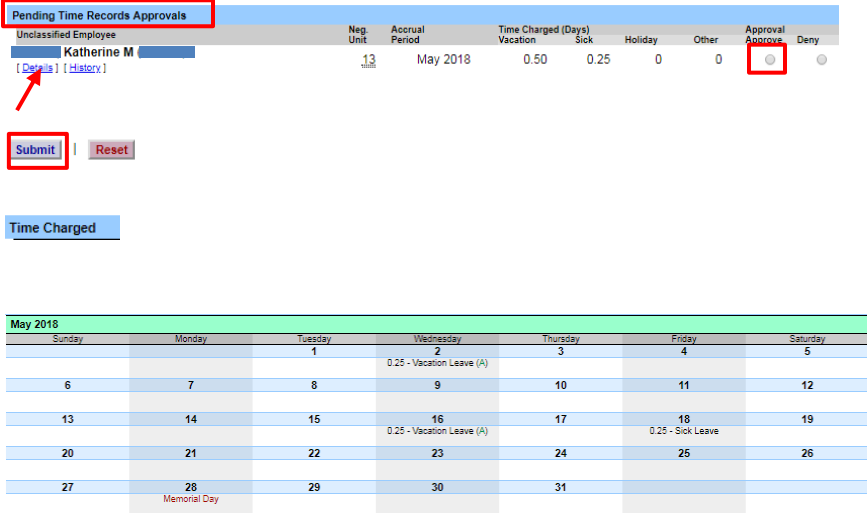
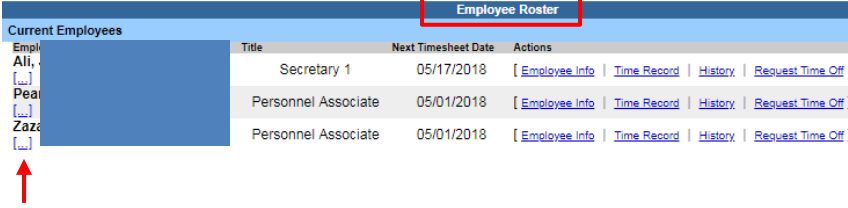


# SUNY HR Time and Attendance System (TAS)

## Supervisor Quick Guide – Reviewing Faculty Time Records

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 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 & 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> <p>Displaying all 2 records.</p>	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 header "Time and Attendance Record for Kathy" with several navigation links. The "Supervisor Work Roster" link is highlighted with a red box.</p>																																																	
5	Pending Time Records Approvals	<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>➤ 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.</li> <li>➤ If you want to examine the time record further before deciding on an action, click on the <b>Details</b> link under their name. This will bring up the monthly time record for your review.</li> </ul>	 <p>The screenshot shows the "Pending Time Records Approvals" section. It includes a table with columns for Neg. Unit, Accrual Period, Time Charged (Days), Holiday, Other, Approval, and Deny. The "Approval" column has a dropdown menu with "Approve" selected. Below the table are "Submit" and "Reset" buttons. At the bottom, there is a "Time Charged" section with a calendar view for May 2018.</p> <table border="1"> <thead> <tr> <th colspan="7">May 2018</th> </tr> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2 0.25 - Vacation Leave (A)</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16 0.25 - Vacation Leave (A)</td> <td>17</td> <td>18 0.25 - Sick Leave</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28 Memorial Day</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	May 2018							Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			1	2 0.25 - Vacation Leave (A)	3	4	5	6	7	8	9	10	11	12	13	14	15	16 0.25 - Vacation Leave (A)	17	18 0.25 - Sick Leave	19	20	21	22	23	24	25	26	27	28 Memorial Day	29	30	31		
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6	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 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.</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 the employees they supervise.</p>	 <table border="1"> <thead> <tr> <th colspan="4">Employee Roster</th> </tr> <tr> <th>Current Employees</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>Pea, [...]</td> <td>Personnel Associate</td> <td>05/01/2018</td> <td>[ Employee Info   Time Record   History   Request Time Off ]</td> </tr> <tr> <td>Zazz, [...]</td> <td>Personnel Associate</td> <td>05/01/2018</td> <td>[ Employee Info   Time Record   History   Request Time Off ]</td> </tr> </tbody> </table>	Employee Roster				Current Employees	Title	Next Timesheet Date	Actions	Ali, [...]	Secretary 1	05/17/2018	[ Employee Info   Time Record   History   Request Time Off ]	Pea, [...]	Personnel Associate	05/01/2018	[ Employee Info   Time Record   History   Request Time Off ]	Zazz, [...]	Personnel Associate	05/01/2018	[ Employee Info   Time Record   History   Request Time Off ]
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7	Email Reminders	When your attention to TAS is necessary, you will receive an email reminder from Donotreply@SUNY.edu.	<p>You have pending time and attendance items that require your review and action.</p> <p>One of your employees, who is a supervisor, has expiring time and attendance items that have not been acted on.</p>																				

Questions?

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

Phone: (518) 437-4715 Fax: (518) 437-4731

