### SUNY HR Time and Attendance System (TAS)
#### Supervisor Guide – Reviewing Professional 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.* | ![Log in to SUNY HR TAS](image1.png) |
<p>| 2    | Access the Time &amp; Attendance Section | - Click <strong>Time and Attendance</strong> in the Self Service section. | <img src="image2.png" alt="Self Service Section" /> |</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.                                                                                                             | ![Screenshot](image1.png) |
| 4    | Navigate to your Supervisor Work Roster      | ➢ Click on the Supervisor Work Roster link under your name.                                                                                                                                             | ![Screenshot](image2.png) |
| 5    | Review the Time Record                       | ➢ The Pending Time Records Approval section is the second section on your Supervisor Work Roster.  
➤ To review a Professional employee’s time record, click on the Details link under their name. This will bring up the monthly time record for your review.  
➤ Review the Time Charged section for accuracy.  
➤ On the roster next to each employee’s name is a summary of their time charged for the month.  
If the employee did not charge time, you can approve “no usage” for the month directly on the roster by checking the Approval button and Submit. | ![Screenshot](image3.png) |
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| 6    | Approve or Deny the Time Record | ➢ If the Time Record is accurate, click on the **Approve** button and the record will move from pending to approved status.  
➢ If the Time Record is not accurate, enter a comment in the box, explaining your reason for denying the record and click the **Deny** button.  
The Time Record will be returned to the employee with the comment for correction. | ![Time Record Comments](image1.png)  
![Additional Comments:](image2.png)  
![Approve Deny](image3.png) |
| 7    | 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.  
➢ 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. | ![Employee Roster](image4.png) |

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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