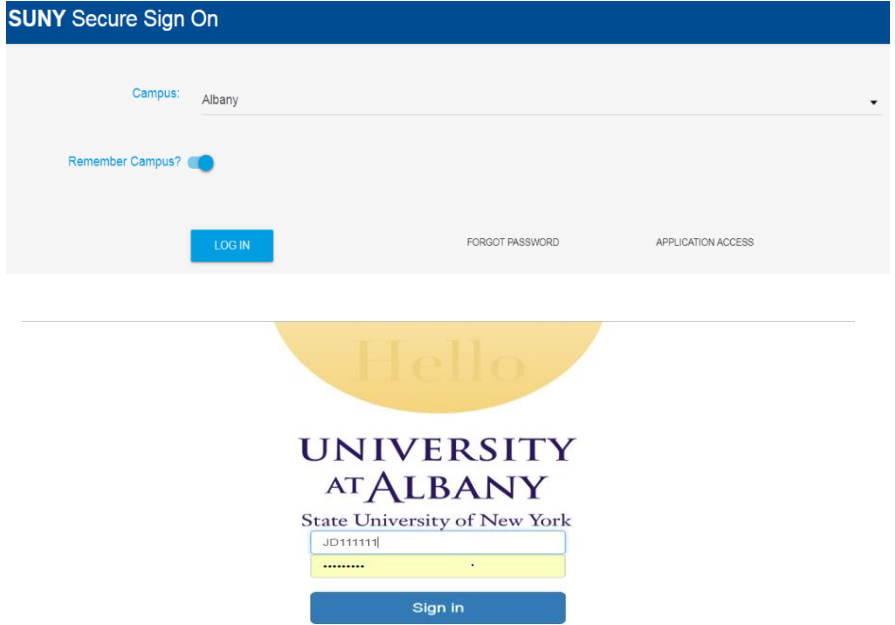
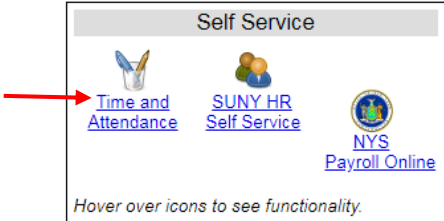


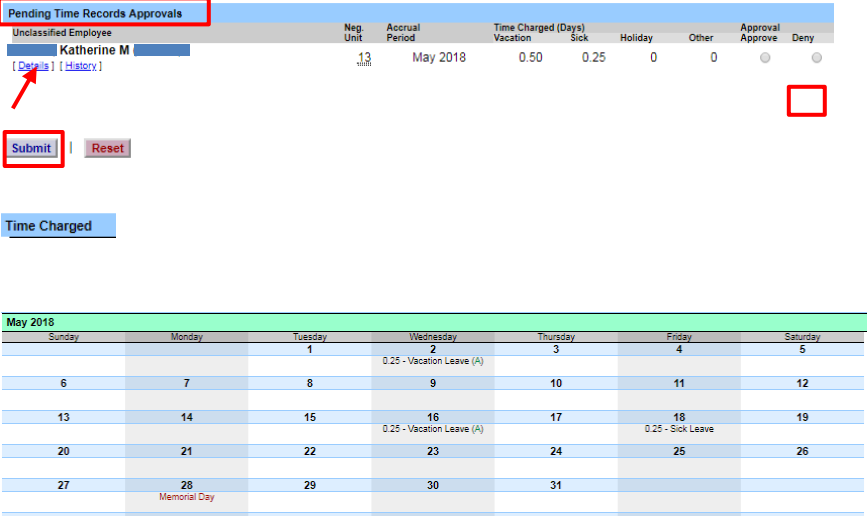
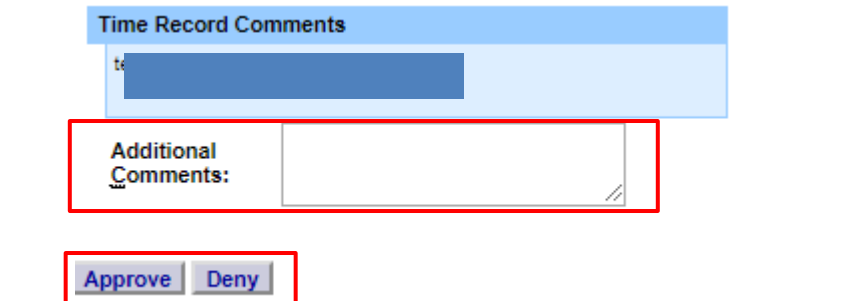
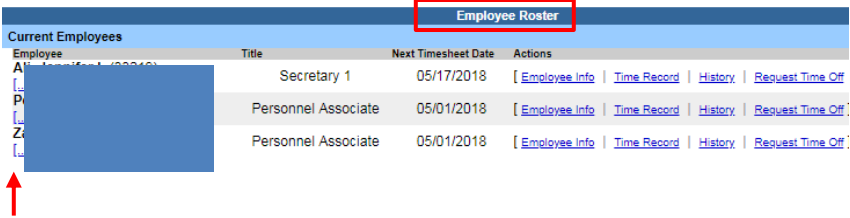


# SUNY HR Time and Attendance System (TAS)

## Supervisor Guide – Reviewing Professional 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>   |  |

| 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 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 |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 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   |   |          |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 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" page. The "Supervisor Work Roster" link is highlighted with a red box.</p>   |          |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 5        | 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 Professional employee's time record, click on the <b>Details</b> link under their name. This will bring up the monthly time record for your review.</li> <li>➤ Review the <b>Time Charged</b> section for accuracy.</li> <li>➤ 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 <b>Approval</b> button and <b>Submit</b>.</li> </ul> |  <p>The screenshot shows the "Pending Time Records Approvals" section. The "Details" link for Katherine M is highlighted with a red box. The "Submit" button is also highlighted. Below is the "Time Charged" section for May 2018, which is a calendar grid showing time charged for each day.</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</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0.25 - Vacation Leave (A)</td> <td></td> <td></td> <td></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</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0.25 - Vacation Leave (A)</td> <td></td> <td>0.25 - Sick Leave</td> <td></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</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Memorial Day</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | May 2018 |                   |                 |         |                        |                            |         | Sunday                            | Monday                  | Tuesday | Wednesday | Thursday | Friday | Saturday |  |  | 1 | 2 | 3 | 4 | 5 |  |  |  | 0.25 - Vacation Leave (A) |  |  |  | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |  |  |  | 0.25 - Vacation Leave (A) |  | 0.25 - Sick Leave |  | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  | Memorial Day |  |  |  |  |  |
| May 2018 |   |   |   |          |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| Sunday   | Monday                                  | Tuesday   | Wednesday   | Thursday | Friday            | Saturday        |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
|          |   | 1   | 2   | 3        | 4                 | 5               |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
|          |   |   | 0.25 - Vacation Leave (A)   |          |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 6        | 7                                       | 8   | 9   | 10       | 11                | 12              |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 13       | 14                                      | 15  | 16  | 17       | 18                | 19              |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
|          |   |   | 0.25 - Vacation Leave (A)   |          | 0.25 - Sick Leave |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 20       | 21                                      | 22  | 23  | 24       | 25                | 26              |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| 27       | 28                                      | 29  | 30  | 31       |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
|          | Memorial Day                            |   |   |          |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |
| step     | Purpose                                 | Action  | Screenshots   |          |                   |                 |         |                        |                            |         |                                   |                         |         |           |          |        |          |  |  |   |   |   |   |   |  |  |  |                           |  |  |  |   |   |   |   |    |    |    |    |    |    |    |    |    |    |  |  |  |                           |  |                   |  |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |              |  |  |  |  |  |

| 6          | Approve or Deny the Time Record | <p>➤ If the Time Record is accurate, click on the <b>Approve</b> button and the record will move from pending to approved status.</p> <p>➤ If the Time Record is not accurate, enter a comment in the box, explaining your reason for denying the record and click the <b>Deny</b> button. The Time Record will be returned to the employee with the comment for correction.</p>  |    |          |       |                     |         |            |             |            |  |            |                     |            |  |            |                     |            |  |
|------------|---------------------------------|---|---|----------|-------|---------------------|---------|------------|-------------|------------|--|------------|---------------------|------------|--|------------|---------------------|------------|--|
| 7          | 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>Employee</th> <th>Title</th> <th>Next Timesheet Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Secretary 1</td> <td>05/17/2018</td> <td>[Employee Info]   [Time Record]   [History]   [Request Time Off]</td> </tr> <tr> <td>[Redacted]</td> <td>Personnel Associate</td> <td>05/01/2018</td> <td>[Employee Info]   [Time Record]   [History]   [Request Time Off]</td> </tr> <tr> <td>[Redacted]</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 | [Redacted] | Secretary 1 | 05/17/2018 | [Employee Info]   [Time Record]   [History]   [Request Time Off] | [Redacted] | Personnel Associate | 05/01/2018 | [Employee Info]   [Time Record]   [History]   [Request Time Off] | [Redacted] | Personnel Associate | 05/01/2018 | [Employee Info]   [Time Record]   [History]   [Request Time Off] |
| Employee   | Title                           | Next Timesheet Date   | Actions   |          |       |                     |         |            |             |            |  |            |                     |            |  |            |                     |            |  |
| [Redacted] | Secretary 1                     | 05/17/2018  | [Employee Info]   [Time Record]   [History]   [Request Time Off]  |          |       |                     |         |            |             |            |  |            |                     |            |  |            |                     |            |  |
| [Redacted] | Personnel Associate             | 05/01/2018  | [Employee Info]   [Time Record]   [History]   [Request Time Off]  |          |       |                     |         |            |             |            |  |            |                     |            |  |            |                     |            |  |
| [Redacted] | Personnel Associate             | 05/01/2018  | [Employee Info]   [Time Record]   [History]   [Request Time Off]  |          |       |                     |         |            |             |            |  |            |                     |            |  |            |                     |            |  |

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