SUNY HR Time and Attendance System (TAS)
SUPERVISOR’S GUIDE FOR STUDENT EMPLOYEE STAFF
Logging onto the 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.*
Access the Time and Attendance Section

- Click **Time and Attendance** in the Self Service section.
Select Your Current Employment Role

- Select your current employment role (if not already selected).
- Click the **Time and Attendance** button.
Navigate to Your Supervisor Work Roster

- Click on the **Supervisor Work Roster** link under your name.
Pending Time Records Approvals and Employee Roster
Click on **Details** for each employee to see the pending time record.
Review the Time Record

- The **Pending Time Records Approval** section is the second section on your Supervisor Work Roster.
- To review a Student employee’s time record, click on the **Details** link under their name. This will bring up the two week time record for your review.
- Review information in the **Record Hours** 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 for each time in/out because the system will treat punches as **AM** if nothing is entered. This will result in the number of hours to be inaccurately calculated. For example, if the student enters 9:00 for **Time In** and 1:30 for **Time Out** the system will record the time worked as 9:00AM to 1:30AM which calculates to 16 hours worked instead of 4.
- Review the total hours worked in the **Week Totals** row below each week’s section.
- Review the **Total Hours** and **Total Amounts** rows for accuracy.
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.
Questions?

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