



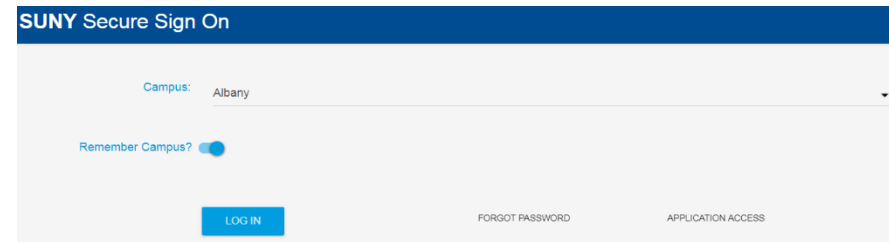
UNIVERSITY^{AT}ALBANY
State University of New York

SUNY HR Time and Attendance System (TAS)

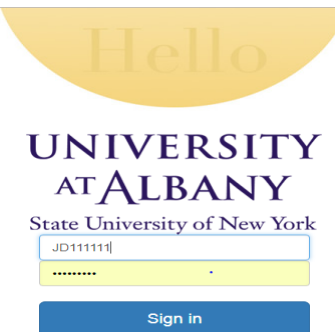
SUPERVISOR'S GUIDE FOR STUDENT EMPLOYEE STAFF

Logging onto the System

- ▶ Begin at 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.



The screenshot shows the 'SUNY Secure Sign On' interface. At the top, there is a blue header with the text 'SUNY Secure Sign On'. Below this, there is a form with a 'Campus' dropdown menu set to 'Albany'. A 'Remember Campus?' toggle switch is turned on. There are three buttons: a blue 'LOG IN' button, a 'FORGOT PASSWORD' link, and an 'APPLICATION ACCESS' link.



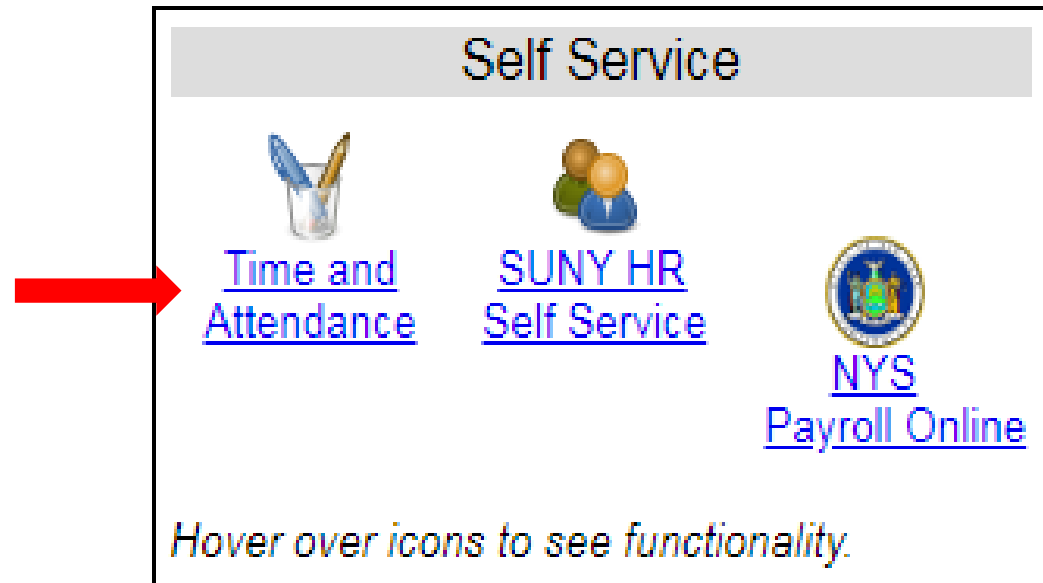
The screenshot shows the 'UNIVERSITY AT ALBANY' login page. It features a yellow semi-circle with the word 'Hello' inside. Below the logo, the text 'State University of New York' is displayed. There are two input fields: one for the username 'JD111111' and one for the password, which is masked with dots. A blue 'Sign in' button is located below the password field.

[Check Browser](#) | [Password Set/Reset](#) | [Need Help?](#) | [Scheduled Maintenance](#)

The University at Albany computer system is reserved for authorized use only. By using this system, you represent that you are an authorized user and agree to protect and maintain the security, integrity, and confidentiality of the system and data stored on it consistent with the University at Albany policies and all legal requirements. Certain activities are monitored in the course of normal system operations and maintenance. Unauthorized use will be reported to the appropriate authorities. Learn more about authorized use.

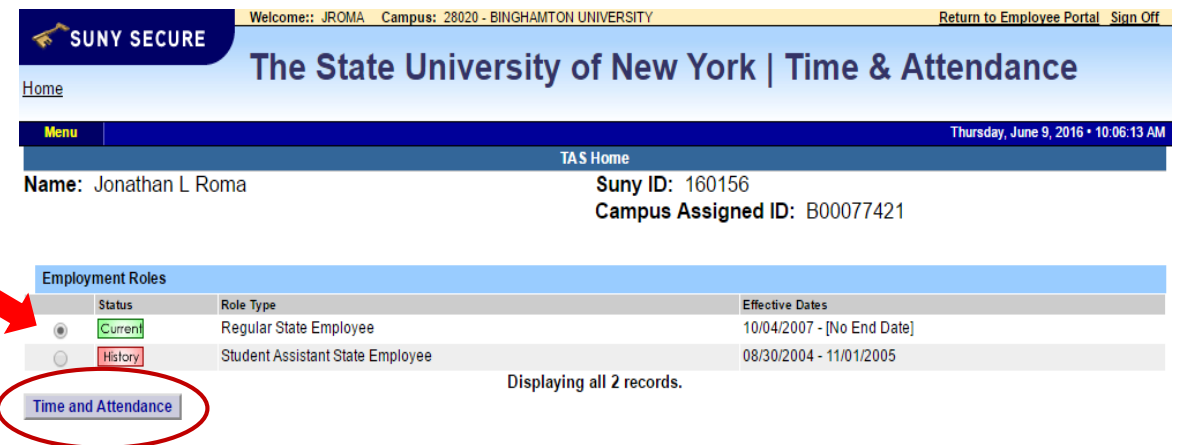
Access the Time and Attendance Section

- ▶ 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.



SUNY SECURE | Welcome: JROMA | Campus: 28020 - BINGHAMTON UNIVERSITY | [Return to Employee Portal](#) | [Sign Off](#)
 Home | The State University of New York | Time & Attendance
 Menu | TAS Home | Thursday, June 9, 2016 • 10:06:13 AM
 Name: Jonathan L Roma | Suny ID: 160156 | Campus Assigned ID: B00077421

Employment Roles		
Status	Role Type	Effective Dates
<input checked="" type="radio"/> Current	Regular State Employee	10/04/2007 - [No End Date]
<input type="radio"/> History	Student Assistant State Employee	08/30/2004 - 11/01/2005

Displaying all 2 records.

[Time and Attendance](#)

Navigate to Your Supervisor Work Roster

- ▶ Click on the **Supervisor Work Roster** link under your name.



The screenshot displays a web application interface for the University at Albany. At the top right, the date and time are shown as "Friday, September 19, 2017 • 4:11:45 PM". Below this is a navigation bar with links for "Employee: Time Record", "History", "Request Time Off", "Home", and "Supervisor/Approver: Work Roster". A red arrow points to the "Supervisor/Approver: Work Roster" link. The main content area is titled "Time and Attendance Record for" and includes a search box with "Time Record", "History", and "Request Time Off" options. Below this, there are fields for "Campus: 28010", "Department:", and "Supervisor:". At the bottom, there is a section for "Employee Time Record for September 2017" with an "Accrual Period" dropdown set to "September 2017 ~ Working" and a "Change Period" button.

Pending Time Records Approvals and Employee Roster

Supervisor Pending Approvals Roster

Supervisor(Designee):

As submitted at 3:52:01 PM

Notes:

- Time records must be approved in chronological order.*

Pending Leave Requests

[No Pending Leave Requests.]

* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

|

Pending Time Records Approvals

Hourly Employee	Neg. Unit	Accrual Period	Hourly Rate	Hours Worked
<input type="text"/>	71	09/11/2017-09/11/2017	10.75	2.5
[Details] [History]				
<input type="text"/>	71	09/07/2017-09/19/2017	10.00	12
[Details] [History]				

|

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
<input type="text"/>	Federal College Work Study Student		[Employee Info] [Time Record] [History]
<input type="text"/>	Federal College Work Study Student		[Employee Info] [Time Record] [History]
<input type="text"/>	Federal College Work Study Student		[Employee Info] [Time Record] [History]
<input type="text"/>	Federal College Work Study Student		[Employee Info] [Time Record] [History]
<input type="text"/>	Federal College Work Study Student		[Employee Info] [Time Record] [History]

Supervisor Designee Roster

Current Supervisors
[No Supervisor Proxies.]

How to Process Pending Time Records Approvals

- ▶ Click on **Details** for each employee to see the pending time record.


Welcome:
Campus: 28020 - BINGHAMTON UNIVERSITY
[Return to Employee Portal](#)
[Sign Off](#)

[Home](#)
The State University of New York | Time & Attendance

Menu
Thursday, June 9, 2016 • 10:23:40 AM

[Employee: Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | [Supervisor/Approver: Work Roster](#) | [Facilitator: Search](#) | [Work Roster](#) | [Campus Rules](#)

Supervisor Pending Approvals Roster

Notes: As submitted at 10:20:29 AM
 • Time records must be approved in chronological order.*

Pending Leave Requests
 [No Pending Leave Requests]
* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

[Submit](#) | [Reset](#)

Pending Time Records Approvals

Hourly Employee	Neg. Unit	Accrual Period	Hourly Rate	Hours Worked
<input type="text"/>	71	06/02/2016-06/15/2016	10.00	8

[\[Details\]](#) | [\[History\]](#)

[Submit](#) | [Reset](#)



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.

Campus: 28010

Hourly Time Record

Please select a commitment to view the time record

Select	Stack	Group Cont ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input type="radio"/>								

Accrual Period

06/27/2019 - 07/10/2019 - Approved

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Validation Warnings (Will not prevent saving) As Submitted at 9:27:51 A

- In the week beginning 06/27/2019 total work hours across duties exceed 20 hours. All charges should not exceed 20 hours

Hourly Time Record for 06/27/2019 - 07/10/2019 - Duties

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hours
Thu	6/27	09:00a	12:30p	01:00p	03:30p			0.0
Fri	6/28							0.0
Sat	6/29							0.0
Sun	6/30							0.0
Mon	7/1	09:00a	12:30p	01:00p	03:30p			6.0
Tue	7/2	09:00a	12:30p	01:00p	03:30p			6.0
Wed	7/3	09:00a	12:30p	01:00p	03:30p			6.0
Week 1 Totals								24.0
Thu	7/4							0.0
Fri	7/5							0.0
Sat	7/6							0.0
Sun	7/7							0.0
Mon	7/8	09:00a	12:30p	01:00p	03:30p			6.0
Tue	7/9	09:00a	12:30p	01:00p	03:30p			6.0
Wed	7/10	09:00a	12:30p	01:00p	03:30p			6.0
Week 2 Totals								18.0
Total Hours								42.0
Hourly Rate								11.0
Total Amounts								462.0

Time Record Comments

[No Comments]

Additional Comments:

[PDF Report](#)

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		Paid Hours		Acc
[No Comments.]		Pay Type	Hours	
Additional Comments:		Holiday	0	
		Overtime	0	
		Extra Time	0	
		LostTime	0	
		Standby	0	

I certify that this time report represents a correct accounting for the specified period.

Questions?

- ▶ Payroll@albany.edu
- ▶ Phone: (518) 437-4700
- ▶ Fax: (518) 437-4731