

Time and Attendance System

UUP Faculty Employee

Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password.

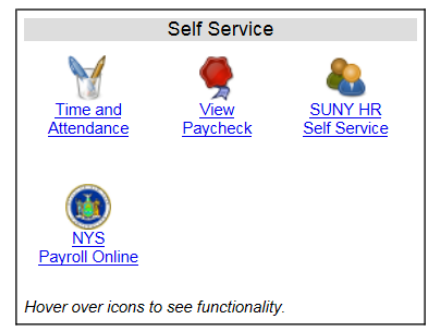
Use this address to begin: <https://www.suny.edu/hrportal>



The left screenshot shows the SUNY SECURE Sign On page. It includes a 'Your Campus:' dropdown menu with 'Brockport' selected and a 'Login' button. Below the form, there is a 'UNAUTHORIZED ACCESS PROHIBITED' warning and copyright information for The State University of New York.

The right screenshot shows the SUNY SECURE Sign On page with fields for 'NetID:' and 'Password:' and a 'login' button. A security notice at the bottom states: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!'

TAS Home Page:



The screenshot shows a 'Self Service' menu with four icons: 'Time and Attendance', 'View Paycheck', 'SUNY HR Self Service', and 'NYS Payroll Online'. A note at the bottom reads: 'Hover over icons to see functionality.'

- Click on Time and Attendance button to work on your Time Record or Time off Request.

Employment Roles			
	Status	Role Type	Effective Dates
<input checked="" type="radio"/>	Current	Regular State Employee	06/12/1997 - [No End Date]

Displaying single result.

[Time and Attendance](#)

- Click on Time and Attendance again.

To Complete Time and Attendance Record:

Submission of Faculty Time Records

Monthly Time Records

Accrual Period

January 2015 - Working | [Charge Time / View Calendar](#) |

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

- Certify and click Submit to Supervisor if not using any sick time for the accrual period shown.
- If using sick time, click on Charge Time/View Calendar link (shown above) then select the Accrual Period (month) from the drop down menu, click on change period.

Time Charged Double-click a day to add or update an Accrual Charge

January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	Holiday Comp Leave		11	12	13	14
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Time Record Comments
[No Comments]
Additional Comments:

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

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

Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	C Y @ N	01/02/2012	1
Martin Luther King Day	C Y @ N	01/16/2012	1

- To charge sick leave, double click on a day to add or update sick time off on the calendar

Single Day Leave

From Date: 04/11/2011

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Non-Chargeable:

Non-Chargeable Type:

Adjustment Reason:

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

|

- A separate pop up box will open (shown above) to enter a single day leave. The From Date will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments no less than .25 days) on appropriate accrual field.
- To submit multiple day requests, click on Show Multi-day button on the upper right hand corner from the time off request. To Date field will now be available to enter a range of dates.
- For Non-Chargeable time, enter appropriate number of days and select the non-chargeable type from the drop down selection.

- Click on Submit. After submitting, you will be brought back to your time record you were previously working on. The time off will now appear on your monthly calendar.

- Time Record Comments (shown above) – available if employee would like to submit comments attached to the time record for their supervisor.

- Once time record is complete (shown above), check the box to certify that the information entered is accurate before submitting to supervisor.
- If time record is complete and you wish to send to your supervisor, click on Submit to Supervisor. If time record is not complete, click Save Time Record which will allow you to go back into your time record to add or update before submitting to supervisor.

Notes:

- ❖ If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in work status. You will then be able to choose the month, make any changes as appropriate and resubmit to your supervisor.
- ❖ PDF Report – allows employees ability to print time record.
- ❖ Audit Details – keeps an audit trail of add/updates to time record.
- ❖ Message Board – automatic messages to employee making them aware of overdue time records.

History:

- Shows a 12 month Employee history of all accrual balances.

To Complete a Time Off Request:

View Info | Update Info | Time Record | History | Request Time Off | Adjust Balances | Setup Proxy

- Select Request Time Off from the menu bar located at the top of the screen (shown above).
- To request time off from your supervisor, double click on the day you wish to request off or update on the calendar.

Time Off Request

Single Day Leave Show Multi-Day

From Date: 05/12/2011

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Non-Chargeable:

Non-Chargeable Type:

Adjustment Reason:

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

|

- A separate Time off Request pop up box will open (shown above). From Date will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments of .25 days) in accrual category.
- To submit multiple day requests, click on Show Multi-day button on the upper right hand corner from the time off request. To Date field will now be available to enter a range of dates.
- For Non-Chargeable time, enter appropriate number of days (increments of .25 days) and select the non-chargeable type from the drop down selection.
- Click on Submit.
- The day/s requested will now appear on your time off request calendar and be listed below under Previously Submitted Leave Requests.
- **To submit your request to your supervisor, click on the radio button next to the appropriate time off request then click Submit to Supervisor.**

Previously Submitted Leave Requests						
Leave Dates	Status	# of Days	Leave Type	Reason	Date Submitted	Date Approved
<input type="radio"/> 11/25/2011-11/25/2011	Saved	1	Sick Leave			
<input type="radio"/> 03/28/2011-03/31/2011	Charged	4	Sick Leave		03/17/2011	04/01/2011
<input checked="" type="radio"/> 05/30/2011-05/30/2011	Pending	1	Sick Leave		05/16/2011	

- Saved – time off request has been saved, not yet submitted to supervisor.
- Pending – submitted to supervisor pending approval.
- Charged – has been approved and charged to the appropriate monthly time record.

Notes:

- ❖ If a time off request is submitted and approved by the supervisor, the approved days will automatically appear on appropriate time record.
- ❖ If you need to change a time off request and it has not been approved by your supervisor, go back into your Time off Request calendar to update.
- ❖ To delete a time off request click the radio button under previously submitted request and select withdraw.