

## Time and Attendance System

### UUP Professional Employee

#### Sign On:

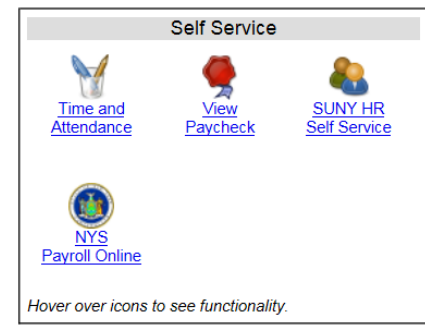
Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password.

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 2012. The right screenshot shows the 'SUNY SECURE Sign On' page with 'NetID:' and 'Password:' input fields 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' section with three icons: 'Time and Attendance', 'View Paycheck', and 'SUNY HR Self Service'. Below these is a 'NYS Payroll Online' icon. A note at the bottom says '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:

Accrual Period  
 April 2011 ~ Working

- Select the Accrual Period (month) from the drop down menu that you wish to work on and then click the change period button (shown above).

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

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday Comp Leave	3	4	5	6	7
8	9	10	11	12	13	14
15	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 Time Earned**

Holiday Name	Floater?	Observed Date	Earned Amount
New Year's Day	<input type="checkbox"/> Y <input type="checkbox"/> N	01/02/2012	<input type="text" value="1"/>
Martin Luther King Day	<input type="checkbox"/> Y <input type="checkbox"/> N	01/16/2012	<input type="text" value="1"/>

- If you do not have any absences for the month, simply check the “I certify...” bubble, and then the Submit to Supervisor button.
- If you do have absences - double click on the day you wish to add or update time off from 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.)

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- 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 of .25 days) in the accrual category you wish to charge.

- To submit multi day requests, click on Show Multi-day button on the upper right hand corner of the pop up box. The FROM DATE field will be populated from the date you click on the calendar. A TO DATE field will now be available to enter a date range. Enter number of consecutive days and select the accrual/leave type from the drop down.
- For Non-Chargeable time, enter appropriate number of days (increments of .25 days) then select the non-chargeable type from the drop down selection.
- Click on Submit. The time off will now appear on your monthly calendar.

Holiday Time Worked			
Holiday Name	Floater?	Observed Date	Earned Amount
Lincoln's Birthday	Y	02/13/2012	<input type="text" value="1"/>
President's Day	N	02/20/2012	<input type="text" value="0"/>

- Holiday Time Worked (shown above) - Holiday and Floaters are set according to the campus calendar which is entered by the TAS Facilitator.
- If a holiday is available within the month and not worked, no action is needed. If the holiday was worked, in the earned amount field change 0 to 1 day or in the increment that is appropriate (quarter day increments only). This will automatically update the holiday accrual balance.
- Floater - if you do not work on a day that has been designated as a floater, you would change the earned amount to 0 and therefore would not accrue the day.

**Time Record Comments**

[No Comments.]

**Additional Comments:**

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

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

[Submit To Supervisor](#)

[Save Time Record](#)

[Cancel/Return to Home](#)

[View Holidays](#)

[PDF Report](#)

- Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown above).
- 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 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 working status. You will then be able to make any changes needed and resubmit to your supervisor.
- ❖ View Holiday – list of employee’s holidays/floaters that have been accrued along with expiration date.
- ❖ PDF Report – allows employees ability to print time record.
- ❖ Existing Time Off Request – list any existing time off request employee may have pending approval from supervisor.
- ❖ Audit Details – keeps an audit of all add/updates to time record.
- ❖ Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

### 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
<u>V</u> acation:	<input type="text" value="0"/>
<u>S</u> ick:	<input type="text" value="0"/>
<u>F</u> amily Sick:	<input type="text" value="0"/>
<u>H</u> oliday:	<input type="text" value="0"/>
<u>F</u> loater:	<input type="text" value="0"/>
Voluntary <u>W</u> ork Reduction:	<input type="text" value="0"/>
<u>N</u> on-Chargeable:	<input type="text" value="0"/>
Non-Chargeable Type:	Select ...
<u>A</u> justment Reason:	Select ...

(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 time off request. The FROM DATE will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments of .25 days) in accrual category you wish to charge.
- To submit multi day requests, click on Show Multi-day button on the upper right hand corner of the pop up box. The FROM DATE field will be populated from the date you click on the calendar. A TO DATE field will now be available to enter a date range. Enter number of consecutive days and select the accrual/leave type from the drop down.
- 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						
Status	Requested Leave Dates	# of Days	Leave Type	Leave Reason	Date Submitted	Date Approved
Approved	04/27/2015	1	Vacation Leave			01/14/2015
Pending	03/16/2015	1	Vacation Leave		01/26/2015	

[Submit Actions](#)

[Reset](#)

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

### Notes:

- ❖ Pending time off request 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.