Time and Attendance System

Supervisor Role

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

TAS Home Page:

- From the TAS Home Page (shown above), click on the Time and Attendance button to work on your Time Record, Time off Request or Supervisor Work Roster.
- If you wish to view your paycheck click the View Paycheck button. Paycheck information will be available the Monday before payday.
Pending Time Records Approvals:

- From the tool bar above, click on Supervisor Work Roster to begin working on any pending time records and/or time off requests.
- To Approve employees time record – select APPROVE radio button
- To Disapprove – select DENY radio button. When denying an employee’s time record, a comment field will open. Comments are required by the supervisor, so the employee will know the reason for denial.
- POSTPONE radio button can be selected if supervisor does not wish to take action on the employees time record at that time. The time record or time off request will remain on the supervisors work roster.
  - Supervisor also has the option of clicking on the VIEW DETAILS button to see the employees time record in it’s entirety.
  - Once action has been selected, click Submit.

Pending Leave Requests:

To Approve, Deny and/or Postpone, same actions as stated above apply.
Employee Roster:

- List of all employees that reports to the supervisor.
- A supervisor sees all the employees that they supervise. If there is a […] under one of their employees, then that employee is also a supervisor. If you click on the […] you get the supervisor roster for that supervisor, and you have all the same supervisor privileges.
- Supervisors are able to view Employee Information Detail, Time Record, History and Time off Requests from their work roster.