

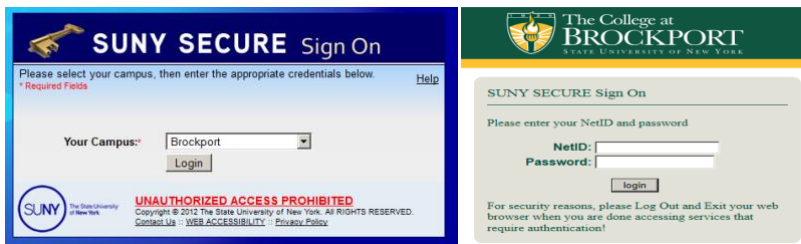
# Time and Attendance System

## 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>



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 login fields, there is a 'UNAUTHORIZED ACCESS PROHIBITED' warning and a 'Help' link. The right screenshot shows the NetID and Password entry fields with a 'login' button. Below the login fields, there is a security warning: '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 the TAS Home Page for John Jones. The page header includes 'SUNY Human Resources For: John Jones' and 'SUNY 700409 NYS ID N99999999'. Below the header, there are three buttons under 'Self Service': 'Time and Attendance', 'View Paycheck', and 'Update Address'. There are also 'Notifications' and 'TAS Pending Items' sections. The 'Notifications' section includes an 'Early Deadline Reminder: ADMIN 20122013 PP19' and 'Campus Message - Holiday' for December 25 and December 31. The 'TAS Pending Items' section includes a message: 'You have time and attendance actions that need approval from the following employees: M Holiday'.

- 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.

## Supervisor Pending Approval Roster:

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | Supervisor: [Work Roster](#)

Pending Time Records Approvals										
Unclassified Employee	Neg. Unit	Accrual Period	Time Charged (Days)				Approval			
			Vacation	Sick	Holiday	Other	Approve	Deny	Postpone	
<a href="#">[ Details ]</a>   <a href="#">[ History ]</a>	08	March 2013	1.25	4	1.0	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## 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:

Pending Leave Requests										
Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Deny	Postpone	
		05/06/2013	1	1 Day	Holiday Float Leave	0.0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

\* - 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.

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

## Employee Roster:

Employee Roster						
Current Employees						
Employee	Title	Next Timesheet Date	Actions			
	Personnel Associate	03/01/2011	[ <a href="#">View Info</a>   <a href="#">Update Info</a>   <a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a> ]			
	Personnel Associate	03/06/2011	[ <a href="#">View Info</a>   <a href="#">Update Info</a>   <a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a> ]			
	Personnel Associate	03/01/2011	[ <a href="#">View Info</a>   <a href="#">Update Info</a>   <a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Request Time Off</a>   <a href="#">Work Schedule</a> ]			

- 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.