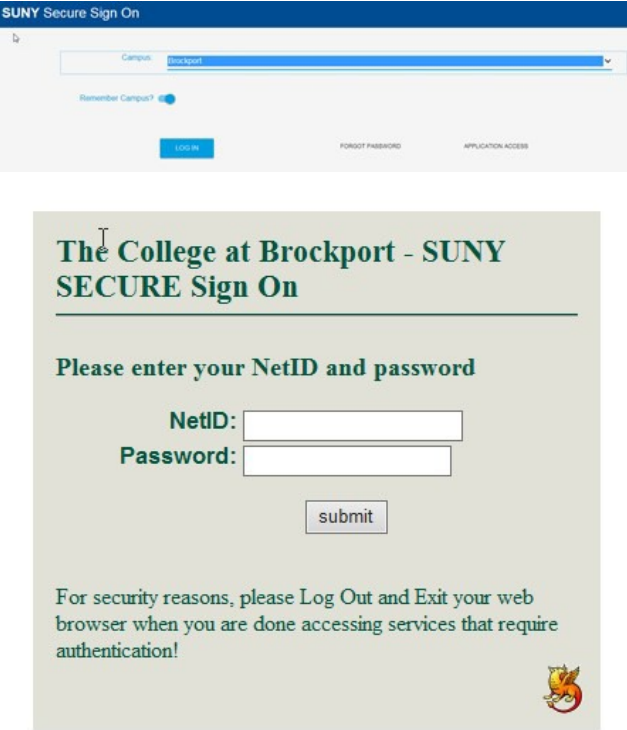

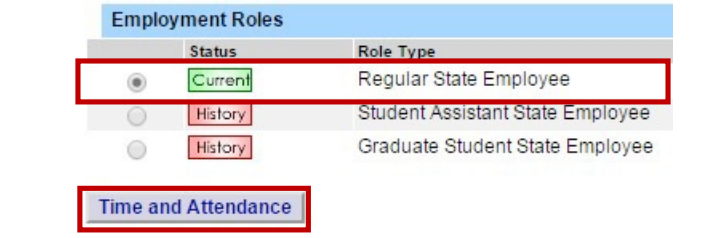


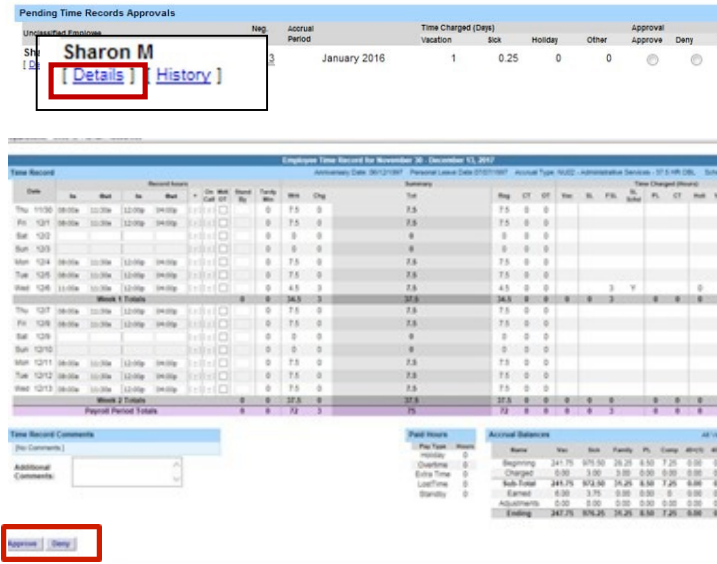
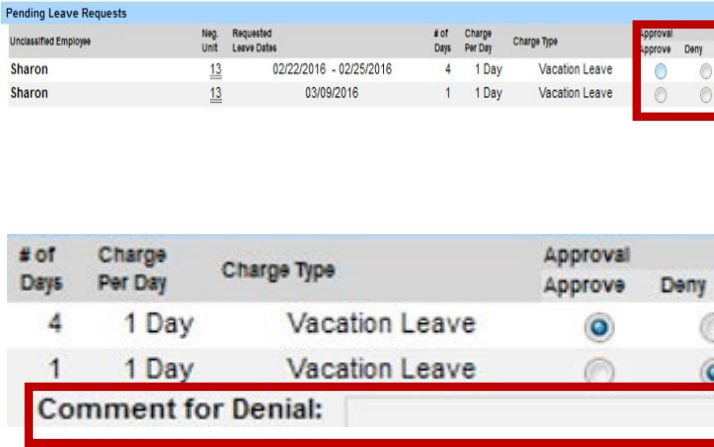


SUNY TIME & ATTENDANCE INSTRUCTIONS (SUPERVISORS - APPROVING TIME RECORDS)

Step	Purpose	Action	Screenshots
1	Log on to the SUNY Time & Attendance System	<ul style="list-style-type: none"> • Begin at www.suny.edu/hrportal. *We recommend using Firefox or Chrome as your Internet browser. • If prompted, select Brockport. • Log in with Brockport username and password. 	 <p>The screenshot shows the SUNY Secure Sign On page. At the top, it says "SUNY Secure Sign On". Below that is a dropdown menu for "Campus" with "Brockport" selected. There are links for "Remember Campus?", "LOG IN", "FORGOT PASSWORD", and "APPLICATION ACCESS". The main content area has the heading "The College at Brockport - SUNY SECURE Sign On" and the instruction "Please enter your NetID and password". There are input fields for "NetID:" and "Password:", and a "submit" button. At the bottom, there is a security notice: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!" and a small logo.</p>
2	Access the Time & Attendance Section	<ul style="list-style-type: none"> ☐ Click on Time and Attendance under the Self Service section. 	 <p>The screenshot shows a "Self Service" menu with three options: "Time and Attendance" (highlighted with a red box), "View Paycheck", and "Human Resources Self Service".</p>

Step	Purpose	Action	Screenshots																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
3	Select your Current Employment Role	<ul style="list-style-type: none"> Verify that your current Employment Role is selected. <ul style="list-style-type: none"> Or, select the radio button for your current Employment Role. Click Time and Attendance. 																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
4	Viewing your Employees Time Records	<ul style="list-style-type: none"> At the top of the page, click Supervisor/ Approver Work Roster. 																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
5	Review list of Current Employees	The bottom section on the screen lists your Current Employees .																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
6	Reviewing Pending Time Records	<p>The middle section lists the Pending Time Records Approvals for your employees.</p> <ul style="list-style-type: none"> To review an employee's time record, click the Details link. <ul style="list-style-type: none"> A pop-up window opens. Review the employee's time record for accuracy and approve or deny. <ul style="list-style-type: none"> If time record is denied, comments are required to be entered letting the employee know the reason for the denial. The employee will then be able to correct their time record as necessary and resubmit for approval. 	 <table border="1"> <caption>Employee Time Record for November 20 - December 01, 2017</caption> <thead> <tr> <th>Date</th> <th>In</th> <th>Out</th> <th>Net</th> <th>OT</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Thu 11/23</td> <td>08:00</td> <td>12:00</td> <td>12:00</td> <td>04:00</td> <td>0</td> <td>7.5</td> <td>0</td> <td>7.5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Fri 12/01</td> <td>08:00</td> <td>12:00</td> <td>12:00</td> <td>04:00</td> <td>0</td> <td>7.5</td> <td>0</td> <td>7.5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> 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Step	Purpose	Action	Screenshots																					
7	Pending Leave Requests	<p>Any Pending Leave Requests submitted by your employees will be listed in the first section.</p> <ul style="list-style-type: none"> □ Under the Pending Leave Requests section, you will see a list of all of your employees' requests for time off. <ul style="list-style-type: none"> ○ To approve the leave request, click the Approve radio button. ○ If the request is for sick leave, you must select whether the sick leave was scheduled or not, before taking action. ○ To deny the leave request, click the Deny radio button. <ul style="list-style-type: none"> ▪ If you are denying the request, enter a reason in the Comment for Denial field. ○ Click Submit. 	 <p>Pending Leave Requests</p> <table border="1"> <thead> <tr> <th>Unclassified Employee</th> <th>Neg. Unit</th> <th>Requested Leave Dates</th> <th># of Days</th> <th>Charge Per Day</th> <th>Charge Type</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td>Sharon</td> <td>13</td> <td>02/22/2016 - 02/25/2016</td> <td>4</td> <td>1 Day</td> <td>Vacation Leave</td> <td><input checked="" type="radio"/> Approve <input type="radio"/> Deny</td> </tr> <tr> <td>Sharon</td> <td>13</td> <td>03/09/2016</td> <td>1</td> <td>1 Day</td> <td>Vacation Leave</td> <td><input type="radio"/> Approve <input checked="" type="radio"/> Deny</td> </tr> </tbody> </table> <p># of Days Charge Per Day Charge Type Approval (Approve Deny)</p> <p>4 1 Day Vacation Leave <input checked="" type="radio"/> Approve <input type="radio"/> Deny</p> <p>1 1 Day Vacation Leave <input type="radio"/> Approve <input checked="" type="radio"/> Deny</p> <p>Comment for Denial: <input type="text"/></p>	Unclassified Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Approval	Sharon	13	02/22/2016 - 02/25/2016	4	1 Day	Vacation Leave	<input checked="" type="radio"/> Approve <input type="radio"/> Deny	Sharon	13	03/09/2016	1	1 Day	Vacation Leave	<input type="radio"/> Approve <input checked="" type="radio"/> Deny
Unclassified Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Approval																		
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Sharon	13	03/09/2016	1	1 Day	Vacation Leave	<input type="radio"/> Approve <input checked="" type="radio"/> Deny																		

Questions?

Please Contact the Office of Benefits and Payroll