SUNY- ESF

SUNY Time & Attendance System

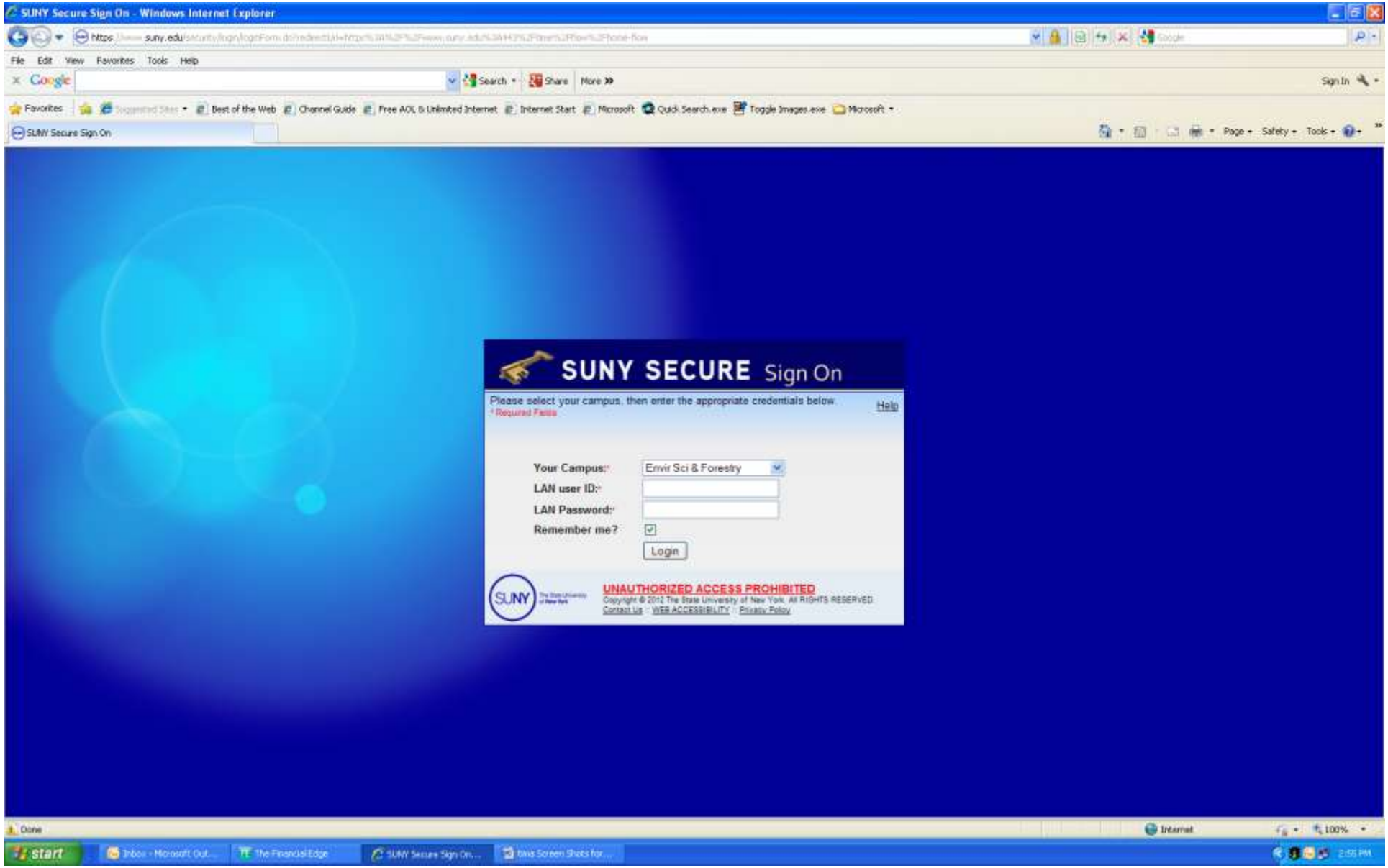
Screen Prints for Approving Time Records

SUNY-ESF Business Office

SUNY Time & Attendance System website: https://www.suny.edu/hrportal

Please use Internet Explorer

Following are sample screen prints for approving time records on the SUNY online Time & Attendance System (TAS)



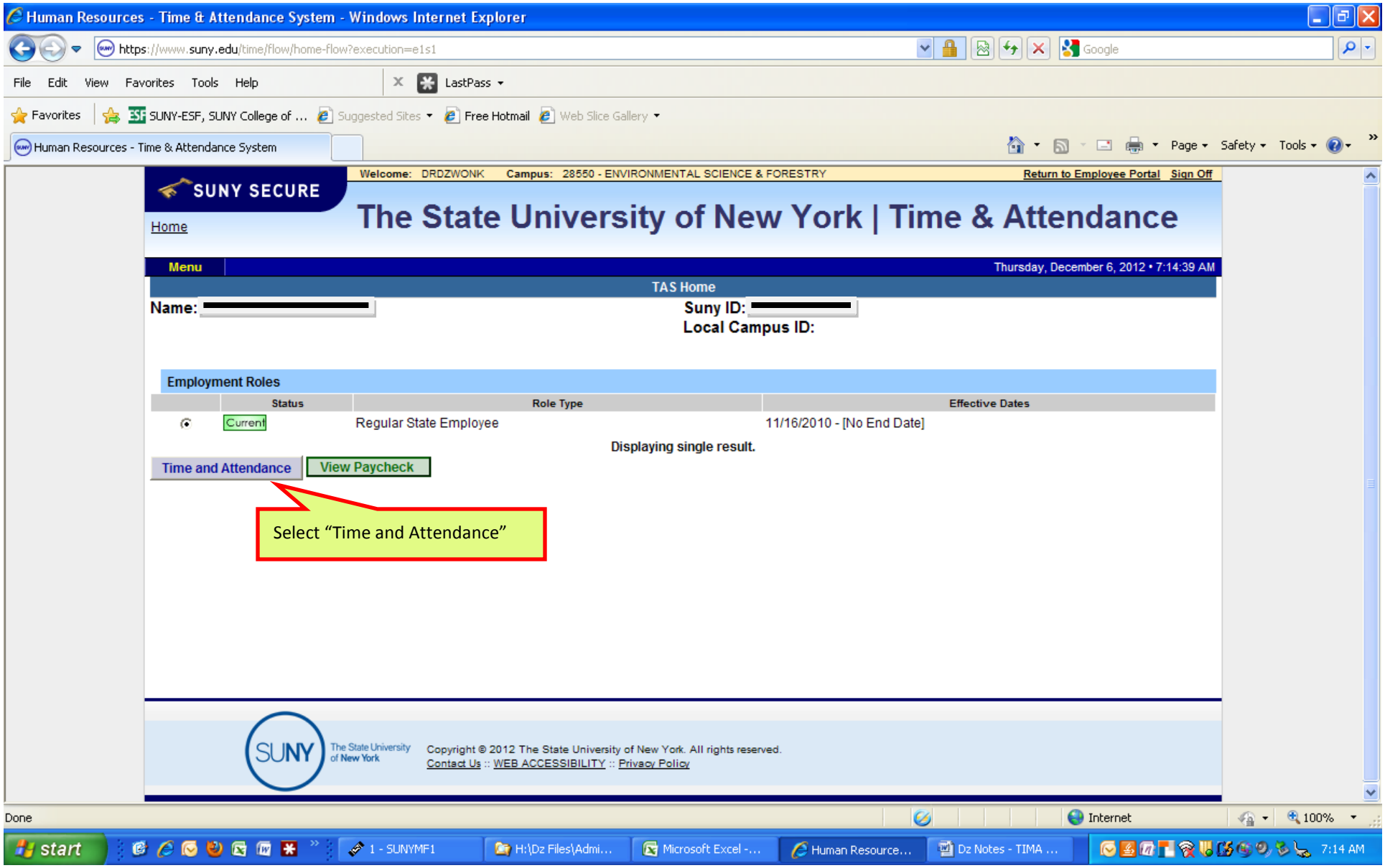
1. Sign on using the same ID and password as you would when logging on to your computer.
2. If you don't have an ID/Password or you have forgotten it, please email the helpdesk at helpdesk@esf.edu or stop in to 317 Baker.

1ST Time Log-in Screen

First time users will need to complete a security validation screen which includes name, SUNY ID number and birth date. Please contact the Payroll Office for your SUNY ID number.

NOTE: YOU WILL ONLY SEE THIS SCREEN THE VERY FIRST TIME YOU LOG IN TO THE TIME & ATTENDANCE SYSTEM*

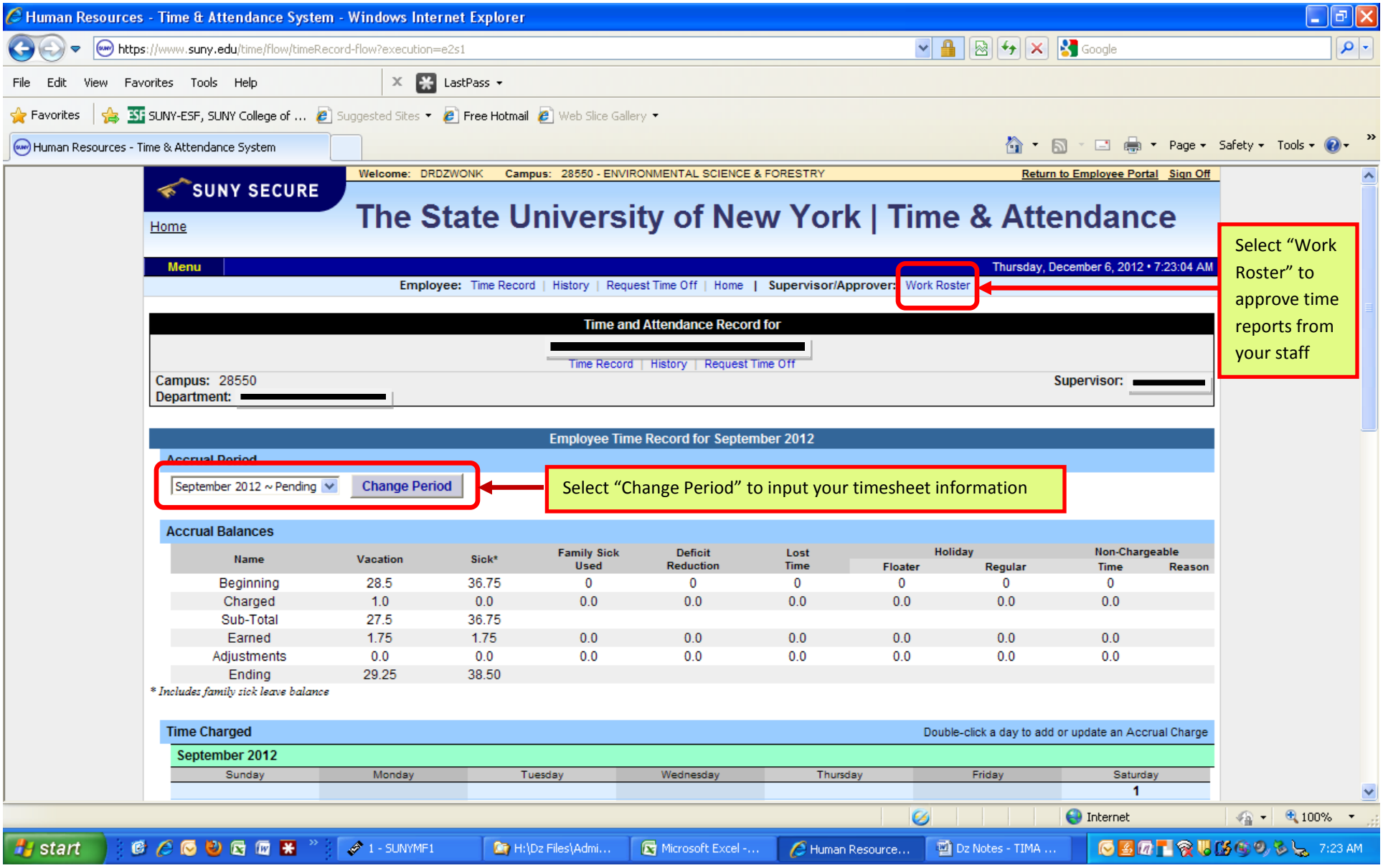
Subsequent "log-ins" will take you directly to the next screen (see page 4)



Initial Screen → allows you to:

1. Input your time report information
2. Approve time reports from any of your direct reports
3. View your paycheck.

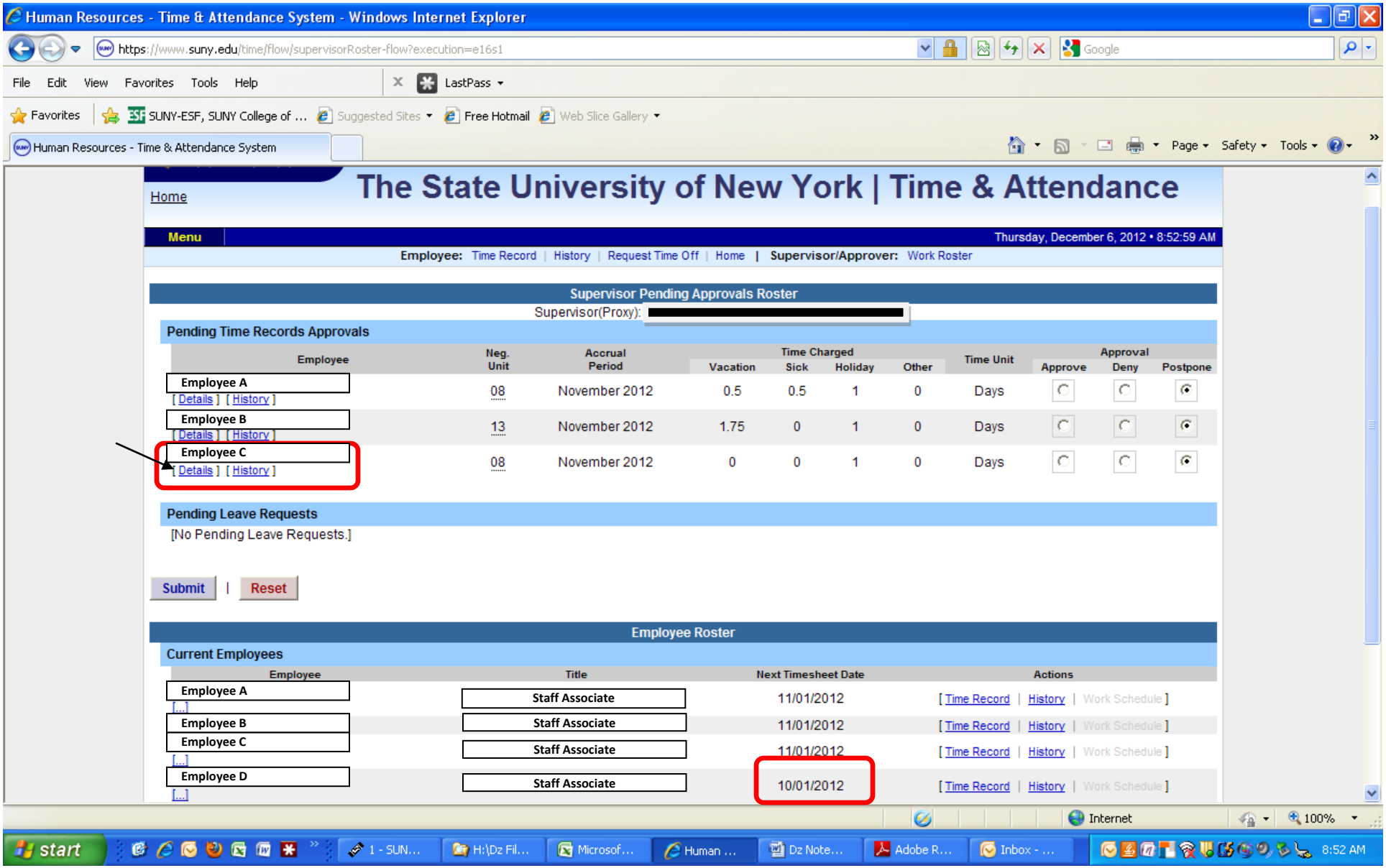
Whether you plan to input your time report information or approve time records from direct reports, select the "Time and Attendance" tab.



Screen 2 → gives you the two options to either input your own time & attendance information or approve time reports from your staff.

The following screens demonstrate how to <u>approve time reports</u> from your staff.

Click "Work Roster" to proceed.

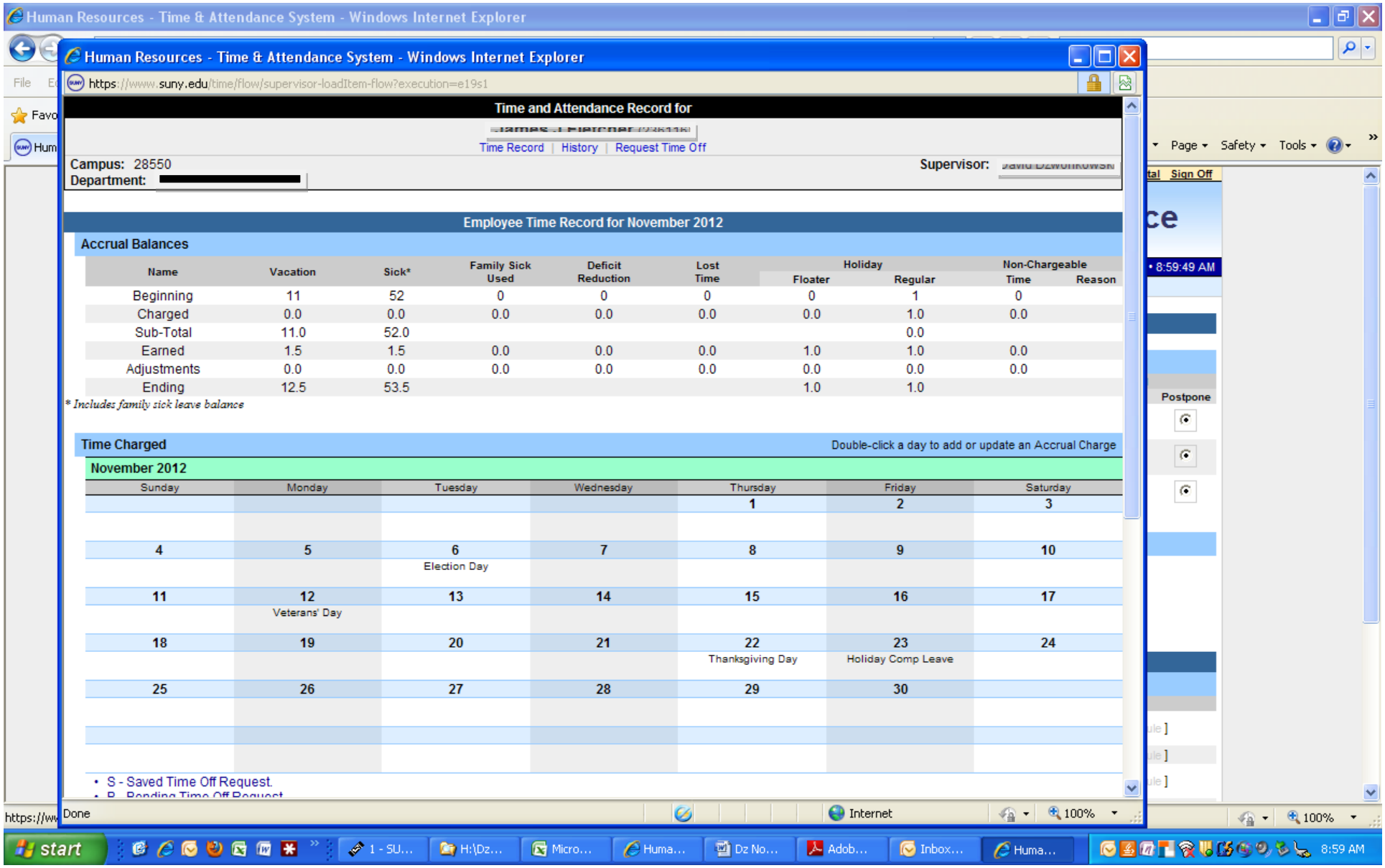


Here you can see an "Employee Roster" of people who report to the Director and belong to the UUP or MC bargaining units on the bottom half of the screen. (At this time SUNY is in the process of working on a similar online time reporting system for Classified Employees, but it has not been completed yet).

The top portion of the screen shows employees' electronic time reports waiting for supervisor approval.

⇨ In this example, "Employee D" still needs to prepare October and November time reports so he is not in the "Pending Approvals Roster" above.

Actions ➔ select the employee that you want to review and approve. This demonstration will use "Employee C's" activity ➔ click "**Details**" to proceed

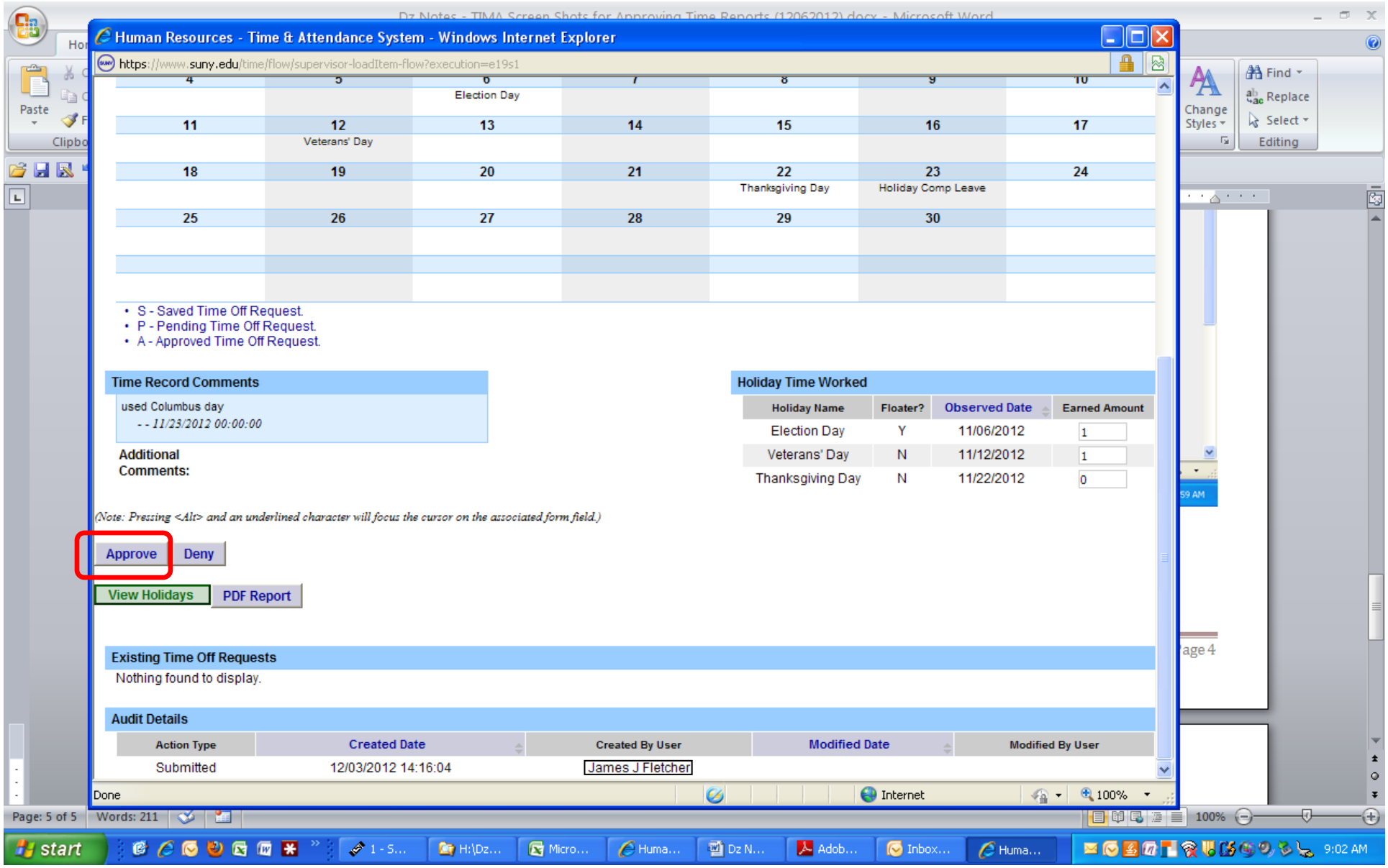


Note: Top Portion of the pop up screen (after selecting “Details” on page3)

Next Steps:

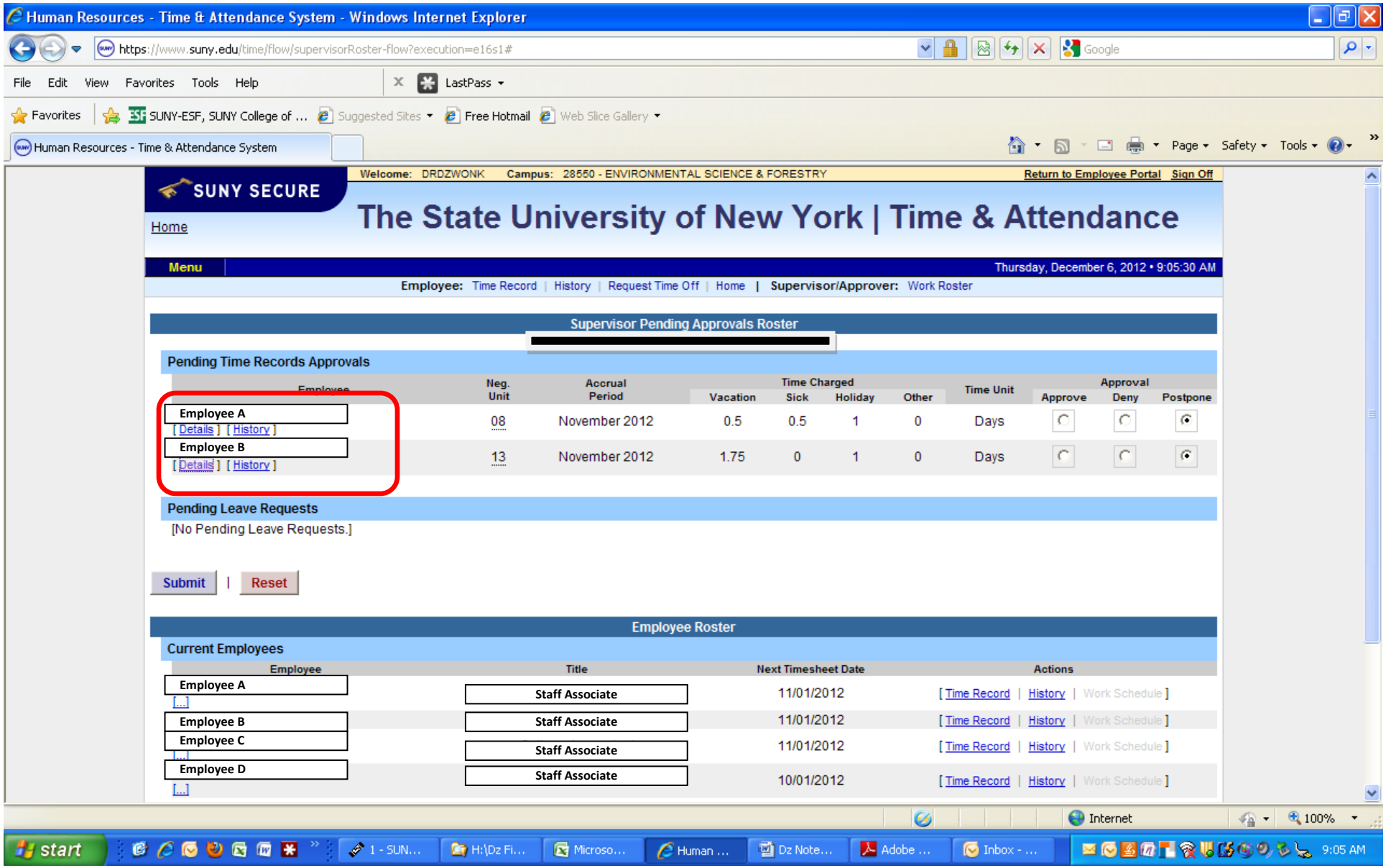
(1) Review the information that was submitted

(2) “Approve” or “Deny” the time report ***(on lower portion of the screen - see next page)***



Note: Bottom Portion of the pop up screen (after selecting "Details" on page3)

- ⇨ This information is accurate so select "Approve" and refer to next page to see how the system changes.
- ⇨ If the information was inaccurate or being questioned, you would click the "Deny" tab and send the report back to the employee. The employee can then make any corrections and send it back to you for approval.



Here you can see that Employee C's name has disappeared from the "Pending Approvals Roster" (where it was prior to supervisor approval as seen on page 3).

- ⇨ Follow the same steps for the other direct reports.
- ⇨ Once approvals are completed, simply sign off the system.