

# SUNY- ESF

## SUNY Time & Attendance System

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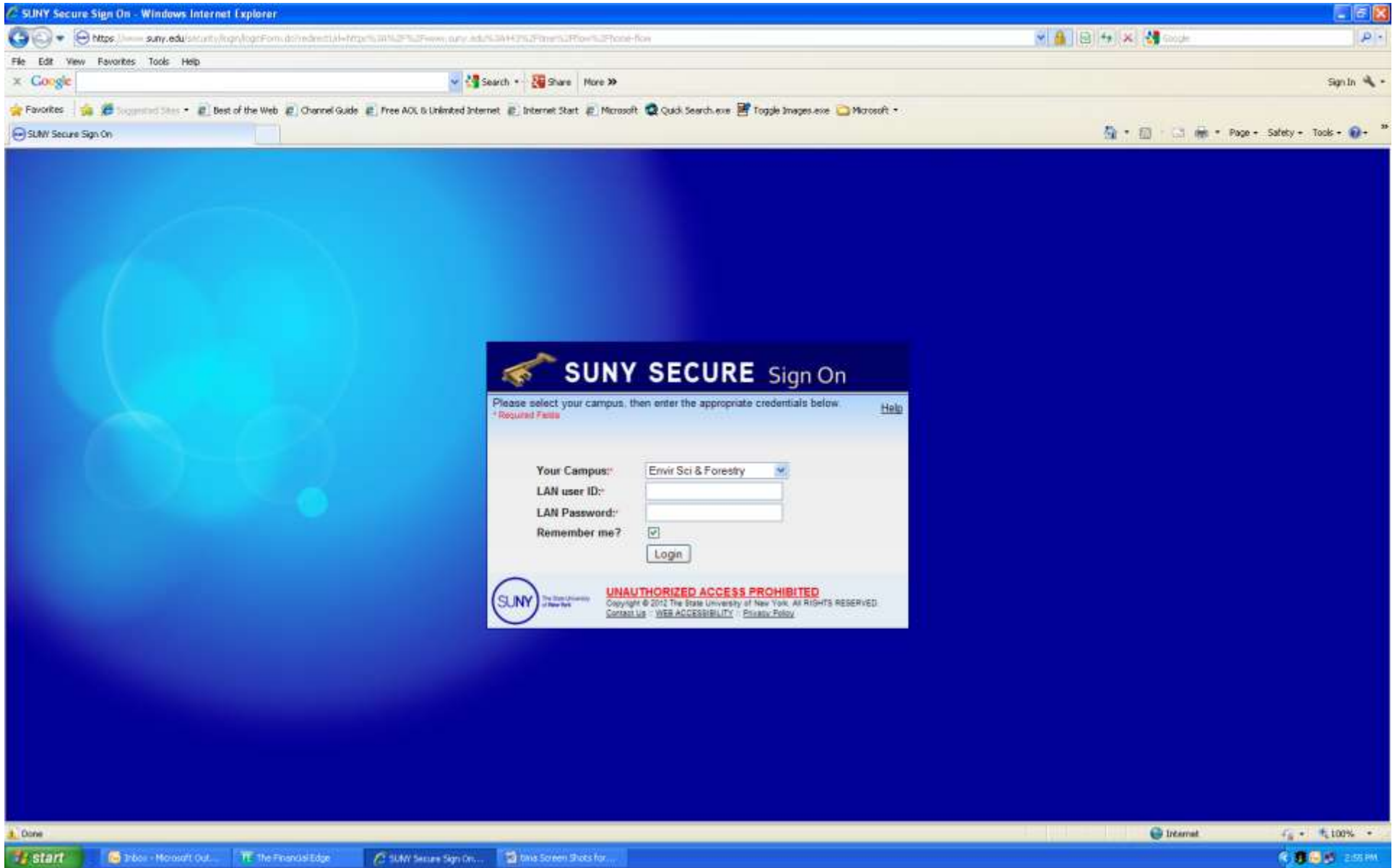
Screen Prints for Approving Time Records

**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](mailto:helpdesk@esf.edu) or stop in to 317 Baker.

# 1<sup>ST</sup> 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)

Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/home-flow?execution=e1s1

File Edit View Favorites Tools Help

Human Resources - Time & Attendance System

Welcome: DRDZWONK Campus: 28550 - ENVIRONMENTAL SCIENCE & FORESTRY Return to Employee Portal Sign Off

**SUNY SECURE**

Home

**The State University of New York | Time & Attendance**

Menu TAS Home Thursday, December 6, 2012 • 7:14:39 AM

Name: \_\_\_\_\_ Suny ID: \_\_\_\_\_  
Local Campus ID: \_\_\_\_\_

**Employment Roles**

| Status  | Role Type              | Effective Dates            |
|---------|------------------------|----------------------------|
| Current | Regular State Employee | 11/16/2010 - [No End Date] |

Displaying single result.

Time and Attendance View Paycheck

Select "Time and Attendance"

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Done Internet 100%

start 1 - SUNYMF1 H:\Dz Files\Admi... Microsoft Excel -... Human Resource... Dz Notes - TIMA ... 7:14 AM

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.**

Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/timeRecord-flow?execution=e2s1

File Edit View Favorites Tools Help

Human Resources - Time & Attendance System

WELCOME: DRDZWONK Campus: 28550 - ENVIRONMENTAL SCIENCE & FORESTRY

SUNY SECURE

Home

The State University of New York | Time & Attendance

Menu

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: **Work Roster**

Thursday, December 6, 2012 • 7:23:04 AM

Time and Attendance Record for

Campus: 28550 Department: Supervisor:

Employee Time Record for September 2012

Accrual Period: September 2012 ~ Pending **Change Period**

Select "Change Period" to input your timesheet information

Accrual Balances

| Name        | Vacation | Sick* | Family Sick Used | Deficit Reduction | Lost Time | Floater | Holiday | Regular | Non-Chargeable Time | Reason |
|-------------|----------|-------|------------------|-------------------|-----------|---------|---------|---------|---------------------|--------|
| Beginning   | 28.5     | 36.75 | 0                | 0                 | 0         | 0       | 0       | 0       | 0                   |        |
| Charged     | 1.0      | 0.0   | 0.0              | 0.0               | 0.0       | 0.0     | 0.0     | 0.0     | 0.0                 |        |
| Sub-Total   | 27.5     | 36.75 |                  |                   |           |         |         |         |                     |        |
| Earned      | 1.75     | 1.75  | 0.0              | 0.0               | 0.0       | 0.0     | 0.0     | 0.0     | 0.0                 |        |
| Adjustments | 0.0      | 0.0   | 0.0              | 0.0               | 0.0       | 0.0     | 0.0     | 0.0     | 0.0                 |        |
| Ending      | 29.25    | 38.50 |                  |                   |           |         |         |         |                     |        |

\* Includes family sick leave balance

Time Charged

September 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        | 1        |

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 approve time reports from your staff.**

**Click "Work Roster" to proceed.**

Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/supervisorRoster-flow?execution=e1651

File Edit View Favorites Tools Help

Home

# The State University of New York | Time & Attendance

Thursday, December 6, 2012 • 8:52:59 AM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster

## Supervisor Pending Approvals Roster

Supervisor(Proxy): [Redacted]

### Pending Time Records Approvals

| Employee                          | Neg. Unit | Accrual Period | Time Charged |      |         |       | Time Unit | Approval  |        |            |
|-----------------------------------|-----------|----------------|--------------|------|---------|-------|-----------|-----------|--------|------------|
|                                   |           |                | Vacation     | Sick | Holiday | Other |           | Approve   | Deny   | Postpone   |
| Employee A<br>[Details] [History] | 08        | November 2012  | 0.5          | 0.5  | 1       | 0     | Days      | [Approve] | [Deny] | [Postpone] |
| Employee B<br>[Details] [History] | 13        | November 2012  | 1.75         | 0    | 1       | 0     | Days      | [Approve] | [Deny] | [Postpone] |
| Employee C<br>[Details] [History] | 08        | November 2012  | 0            | 0    | 1       | 0     | Days      | [Approve] | [Deny] | [Postpone] |

### Pending Leave Requests

[No Pending Leave Requests.]

Submit | Reset

## Employee Roster

### Current Employees

| Employee   | Title           | Next Timesheet Date | Actions                                 |
|------------|-----------------|---------------------|---|
| Employee A | Staff Associate | 11/01/2012          | [Time Record] [History] [Work Schedule] |
| Employee B | Staff Associate | 11/01/2012          | [Time Record] [History] [Work Schedule] |
| Employee C | Staff Associate | 11/01/2012          | [Time Record] [History] [Work Schedule] |
| Employee D | Staff Associate | 10/01/2012          | [Time Record] [History] [Work Schedule] |

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

Human Resources - Time & Attendance System - Windows Internet Explorer

Time and Attendance Record for

Campus: 28550  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employee Time Record for November 2012

Accrual Balances

| Name        | Vacation | Sick* | Family Sick Used | Deficit Reduction | Lost Time | Floater | Holiday | Regular | Non-Chargeable Time | Reason |
|-------------|----------|-------|------------------|-------------------|-----------|---------|---------|---------|---------------------|--------|
| Beginning   | 11       | 52    | 0                | 0                 | 0         | 0       |         | 1       | 0                   |        |
| Charged     | 0.0      | 0.0   | 0.0              | 0.0               | 0.0       | 0.0     |         | 1.0     | 0.0                 |        |
| Sub-Total   | 11.0     | 52.0  |                  |                   |           |         |         | 0.0     |                     |        |
| Earned      | 1.5      | 1.5   | 0.0              | 0.0               | 0.0       | 1.0     |         | 1.0     | 0.0                 |        |
| Adjustments | 0.0      | 0.0   | 0.0              | 0.0               | 0.0       | 0.0     |         | 0.0     | 0.0                 |        |
| Ending      | 12.5     | 53.5  |                  |                   |           | 1.0     |         | 1.0     |                     |        |

\* Includes family sick leave balance

Time Charged

November 2012

| Sunday | Monday              | Tuesday           | Wednesday | Thursday               | Friday                   | Saturday |
|--------|---------------------|-------------------|-----------|------------------------|--------------------------|----------|
|        |                     |                   |           | 1                      | 2                        | 3        |
| 4      | 5                   | 6<br>Election Day | 7         | 8                      | 9                        | 10       |
| 11     | 12<br>Veterans' Day | 13                | 14        | 15                     | 16                       | 17       |
| 18     | 19                  | 20                | 21        | 22<br>Thanksgiving Day | 23<br>Holiday Comp Leave | 24       |
| 25     | 26                  | 27                | 28        | 29                     | 30                       |          |

• S - Saved Time Off Request  
• P - Pending Time Off Request

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)*

Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/supervisor-loadItem-flow?execution=e19s1

| 4  | 5             | 6            | 7  | 8                | 9                  | 10 |
|----|---------------|--------------|----|------------------|--------------------|----|
|    |               | Election Day |    |                  |                    |    |
| 11 | 12            | 13           | 14 | 15               | 16                 | 17 |
|    | Veterans' Day |              |    |                  |                    |    |
| 18 | 19            | 20           | 21 | 22               | 23                 | 24 |
|    |               |              |    | Thanksgiving Day | Holiday Comp Leave |    |
| 25 | 26            | 27           | 28 | 29               | 30                 |    |

- S - Saved Time Off Request.
- P - Pending Time Off Request.
- A - Approved Time Off Request.

**Time Record Comments**

used Columbus day  
-- 11/23/2012 00:00:00

**Additional Comments:**

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

**Approve** **Deny**

**View Holidays** **PDF Report**

**Existing Time Off Requests**  
Nothing found to display.

**Audit Details**

| Action Type | Created Date        | Created By User  | Modified Date | Modified By User |
|-------------|---------------------|------------------|---------------|------------------|
| Submitted   | 12/03/2012 14:16:04 | James J Fletcher |               |                  |

Done

Page: 5 of 5 Words: 211

9:02 AM

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.



Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/supervisorRoster-flow?execution=e16s1#

File Edit View Favorites Tools Help

Human Resources - Time & Attendance System

Welcome: DRDZWONK Campus: 28550 - ENVIRONMENTAL SCIENCE & FORESTRY

**SUNY SECURE** The State University of New York | Time & Attendance

Home

Menu

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster

Supervisor Pending Approvals Roster

Pending Time Records Approvals

| Employee                          | Neg. Unit | Accrual Period | Vacation | Time Charged Sick | Holiday | Other | Time Unit | Approve   | Deny   | Postpone   |
|-----------------------------------|-----------|----------------|----------|-------------------|---------|-------|-----------|-----------|--------|------------|
| Employee A<br>[Details] [History] | 08        | November 2012  | 0.5      | 0.5               | 1       | 0     | Days      | [Approve] | [Deny] | [Postpone] |
| Employee B<br>[Details] [History] | 13        | November 2012  | 1.75     | 0                 | 1       | 0     | Days      | [Approve] | [Deny] | [Postpone] |

Pending Leave Requests  
[No Pending Leave Requests.]

Submit | Reset

Employee Roster

Current Employees

| Employee            | Title           | Next Timesheet Date | Actions                                 |
|---------------------|-----------------|---------------------|---|
| Employee A<br>[...] | Staff Associate | 11/01/2012          | [Time Record] [History] [Work Schedule] |
| Employee B<br>[...] | Staff Associate | 11/01/2012          | [Time Record] [History] [Work Schedule] |
| Employee C<br>[...] | Staff Associate | 11/01/2012          | [Time Record] [History] [Work Schedule] |
| Employee D<br>[...] | Staff Associate | 10/01/2012          | [Time Record] [History] [Work Schedule] |

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.