SUNY-ESF

SUNY Time & Attendance System

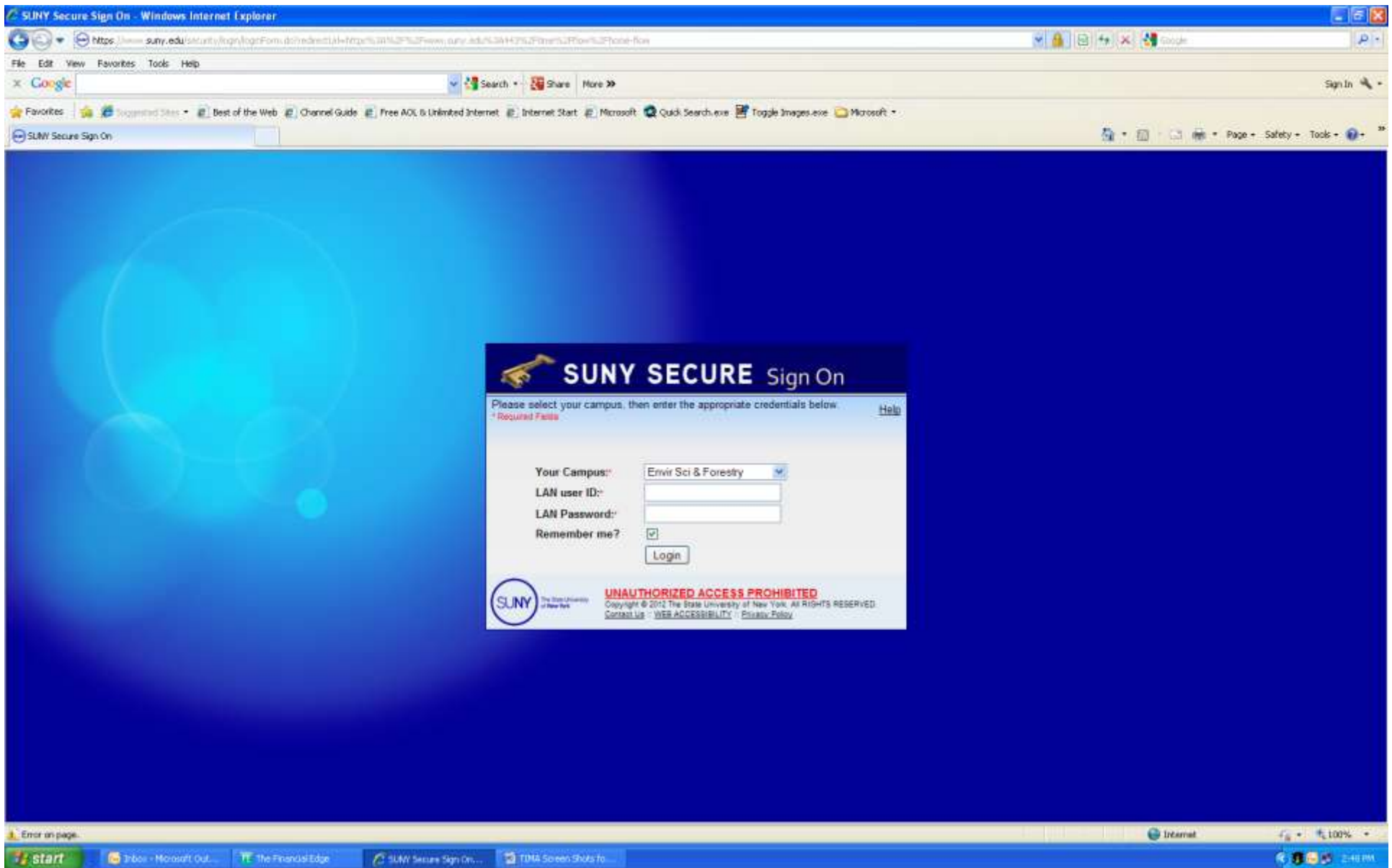## Screen Prints for Preparing Time Reports

SUNY-ESF Business Office

Academic Year Employees

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

Please use Internet Explorer

Following are sample screen prints for preparing time reports on the SUNY online Time & Attendance System (TIMA)

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.

1. **If you don't take time off during the month that you are working on, you will only need to check certify and then submit.**

2. **If you do take time off for the month you are working on you will need to click on the link** [Charge Time / View Calendar]

3. **Follow the instructions below regarding how to charge your time off.**

The following screens demonstrate <u>inputting your own time & attendance information</u>.

Select the month of the report you wish to complete

- ⇨ In this case, the user is working on November ("New"). They have completed September and October reports but they reflect "pending" because they have yet to be approved by the supervisor. <u>Leave accruals are still carried forward correctly even though prior months need to be approved.</u>
- ⇨ To proceed with working on November, select "November 2012 - New" and click "Change Period" to bring up November information.

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday Floater	Holiday Regular	Non-Chargeable Time	Re
Beginning	0	1.5	0	0	0	0	0	0	
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Sub-Total		1.5							
Earned	0.0	0.25	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	
Ending		1.75							

Includes family sick leave balance

Time Charged

Double-click a day to add or update an Accrual C

March 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

Time Record Comments

Holiday Time Worked

Beginning Balances roll forward from the prior month and earned sick leave amounts are automatically generated based on courses taught or earnings.

Step 2 is to record time charged. To do this, you will have to double click on the individual days where you have activity.

https://www.suny.edu/?execution=e5s1 - Human Resources - Time & Attendance System - Windows Internet Explorer

Time Record Posting

Single Day Leave   Show Mo

From Date:	03/19/2013
Vacation:	0
Sick:	.50
Family Sick:	0
Holiday:	0
Floater:	0
Voluntary Work Reduction:	0
Deficit Reduction:	0
Lost Time:	0
Military Leave:	0
Non-Chargeable:	0
Non-Chargeable Type:	Administrative Leave
Adjustment Reason:	Select ...
Comments (r) :	

This individual took off on 3/19/2013 and charged sick accruals.

Top Portion of Drop Down Box

⇨ This screen shows how time off on 3/19/13 was recorded against available sick accruals. See the next page to demonstrate how to save this since the screen shot did not capture the bottom of the drop down box.

Bottom Portion of Drop Down Box

⇨ This is the bottom of the previous screen for charging time on 11/8. Click the "Save" tab to update. After you click "Save" you will automatically be brought back to the main screen and will see the summary information updated (see page 8).

Accrual Period

March 2013 ~ Working ▾ | **Change Period**

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday Floater	Holiday Regular	Non-Chargea Time
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Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
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Time Charged
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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(Note: Top Portion of Main Screen is shown here):

Here you should do the following:

(1) Review the updated ending balances to make sure they agree with you records. If you have changes, click back on the individual days to modify.

(2) If you agree with everything shown, submit the completed time report to your supervisor (see next page).

(Note: Bottom Portion of Main Screen is shown here):

To submit your time report to your Supervisor:

    (1) Check the box to "certify" the accuracy of the information and that you are approving the data you are submitting.

    (2) Click the "Submit to Supervisor" box for electronic routing.

Summary Screen → Lower Portion shown here:

⇨ You can print a PDF copy for your records if you wish

⇨ You can see the time stamp to show when you electronically sent the report to your supervisor.