

# SUNY-ESF

## SUNY Time & Attendance System

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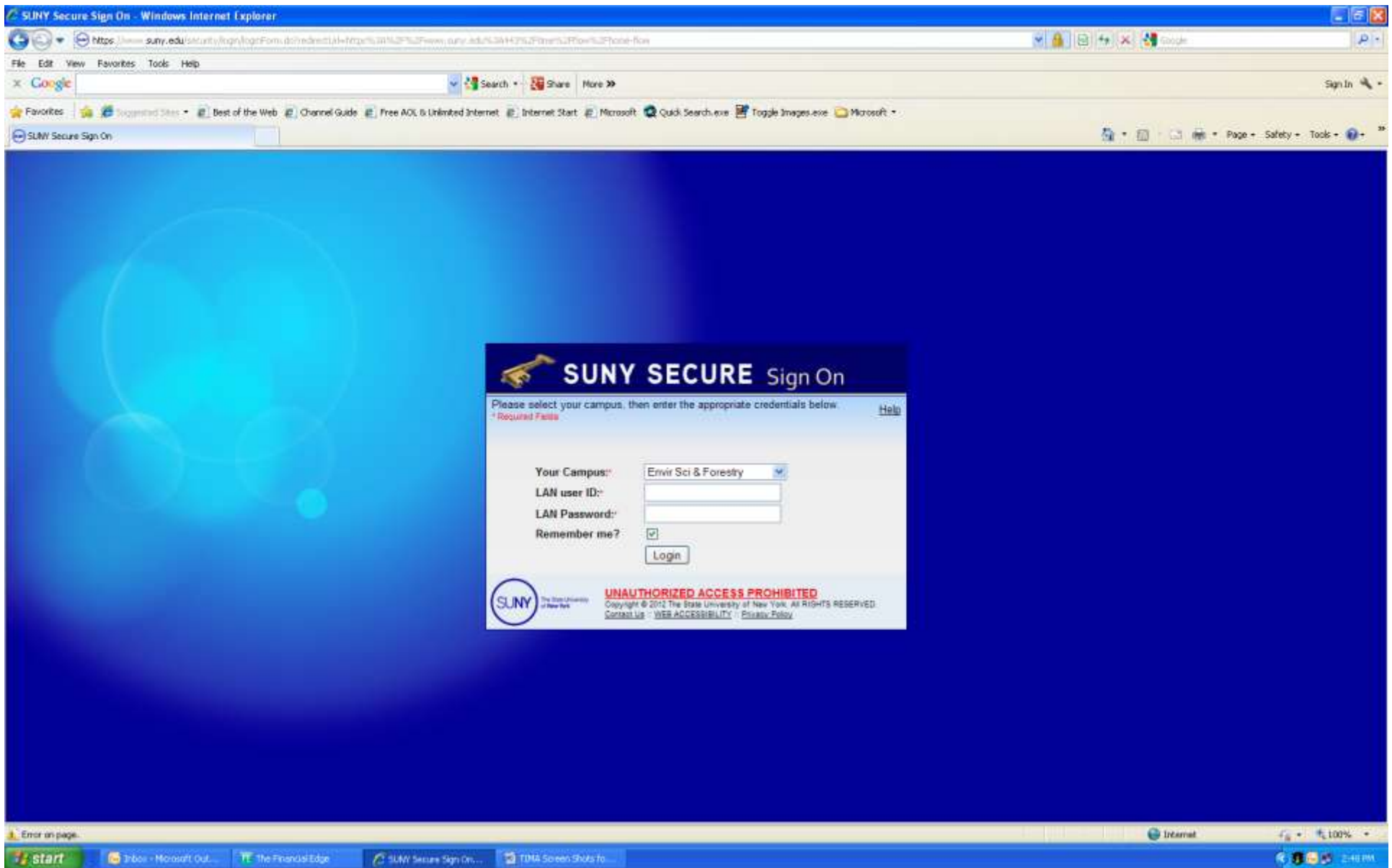
Screen Prints for Preparing Time Reports

**SUNY-ESF Business Office**

Academic Year Employees

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

**\*Please use Internet Explorer\***



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.



The screenshot shows a web browser window titled "User Management" under the "SUNY SECURE" header. The page is for setting security questions. It includes a "First Name" field, a "Last Name" field, a "SUNY ID Number" field (with a note: "SUNY ID Number your SSN (if provided by HR)"), and a "Date of Birth (MM/DD/YYYY format)" field. There are also input fields for "Question" and "Answer".

**\*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

Home

SUNY SECURE

Welcome: DRDZWONK Campus: 28550 - ENVIRONMENTAL SCIENCE & FORESTRY

The State University of New York | Time & Attendance

Menu

TAS Home

Thursday, December 6, 2012 • 7:14:39 AM

Name: [Redacted] Suny ID: [Redacted] Local Campus ID: [Redacted]

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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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.**

Time and Attendance Record for

Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee

Campus: 28550

Supervisor: \

Department:

Submission of Faculty Time Records

Monthly Time Records

Accrual Period

February 2013 - Working [ [Charge Time / View Calendar](#) ]

I certify that this time report represents a correct accounting for the specified period.

Submit

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 inputting your own time & attendance information.

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

Home

Menu Thursday, December 6, 2012 • 7:38:02 AM

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

Time and Attendance Record for

Campus: 28550 Department: Supervisor:

Employee Time Record for September 2012

Accrual Period

September 2012 ~ Pending **Change Period**

November 2012 ~ New  
October 2012 ~ Pending  
September 2012 ~ Pending  
August 2012 ~ Approved  
July 2012 ~ Approved

“Pending” is for those that have been prepared but not approved by supervisor. “New” is current month

	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

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. Leave accruals are still carried forward correctly even though prior months need to be approved.
- ⇒ To proceed with working on November, select “November 2012 - New” and click “Change Period” to bring up November information.

March 2013 ~ Working

Change Period

**Accrual Balances**

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday		Non-Chargeable Time
						Floater	Regular	
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.

Time Record Posting

Single Day Leave

Show M

From Date:	<input type="text" value="03/19/2013"/>	
Vacation:	<input type="text" value="0"/>	
Sick:	<input type="text" value=".50"/>	This individual took off on 3/19/2013 and charged sick accruals.
Family Sick:	<input type="text" value="0"/>	
Holiday:	<input type="text" value="0"/>	
Floater:	<input type="text" value="0"/>	
Voluntary Work Reduction:	<input type="text" value="0"/>	
Deficit Reduction:	<input type="text" value="0"/>	
Lost Time:	<input type="text" value="0"/>	
Military Leave:	<input type="text" value="0"/>	
Non-Chargeable:	<input type="text" value="0"/>	
Non-Chargeable Type:	<input type="text" value="Administrative Leave"/>	
Adjustment Reason:	<input type="text" value="Select ..."/>	
Comments (r) :	<input type="text"/>	

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.



The image shows a Microsoft Word document titled "Dz Notes - TIMA Screen Shots (12062012).docx" in the background. In the foreground, a Windows Internet Explorer browser window is open, displaying a web form titled "Human Resources - Time & Attendance System". The form contains several input fields and dropdown menus:

Sick:	0
Family Sick:	0
Holiday:	0.5
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 (c):	

Below the form, there is a note: "(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)" and three buttons: "Save", "Delete", and "Cancel". The "Save" button is highlighted with a red box. The browser's address bar shows the URL: "https://www.suny.edu/time/flow/accrualChargePopup-flow?execution=e14s1". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:17 AM.

#### 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		Non-Charged
						Floater	Regular	
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 Accru

#### 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						

(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).

Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/timeRecord-flow?execution=e15s1

File Edit View Favorites Tools Help

Human Resources - Time & Attendance System

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

**Time Record Comments**

[No Comments.]

Additional Comments:

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

I certify that this time report represents a correct accounting for the specified period.

Submit To Supervisor Save Time Record Cancel/Return to Home

View Holidays PDF Report

**Existing Time Off Requests**

Nothing found to display.

**Audit Details**

Nothing found to display.

**Holiday Time Worked**

Holiday Name	Floater?	Observed Date	Earned Amount
Election Day	Y	11/06/2012	1
Veterans' Day	N	11/12/2012	1
Thanksgiving Day	N	11/22/2012	0

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start 1 - SUNYMF1 H:\Dz Files\Admi... Microsoft Excel Human Resource... Dz Notes - TIMA ... 8:30 AM

(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.

Human Resources - Time & Attendance System - Windows Internet Explorer

https://www.suny.edu/time/flow/timeRecord-flow?execution=e15s2

File Edit View Favorites Tools Help

Human Resources - Time & Attendance System

25	26	27	28	29	30
----	----	----	----	----	----

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

**Time Record Comments**

[No Comments]

Additional Comments:

**Holiday Time Worked**

Holiday Name	Floater?	Observed Date	Earned Amount
Election Day	Y	11/06/2012	1
Veterans' Day	N	11/12/2012	1
Thanksgiving Day	N	11/22/2012	0

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

I certify that this time report represents a correct accounting for the specified period.

Submit To Supervisor Save Time Record Cancel/Return to Home

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	12/06/2012 08:33:36	David R Dzwonkowski		

start 1 - SUNYMF1 H:\Dz Files\Admi... Microsoft Excel Human Resource... Dz Notes - TIMA ... 8:37 AM

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.