

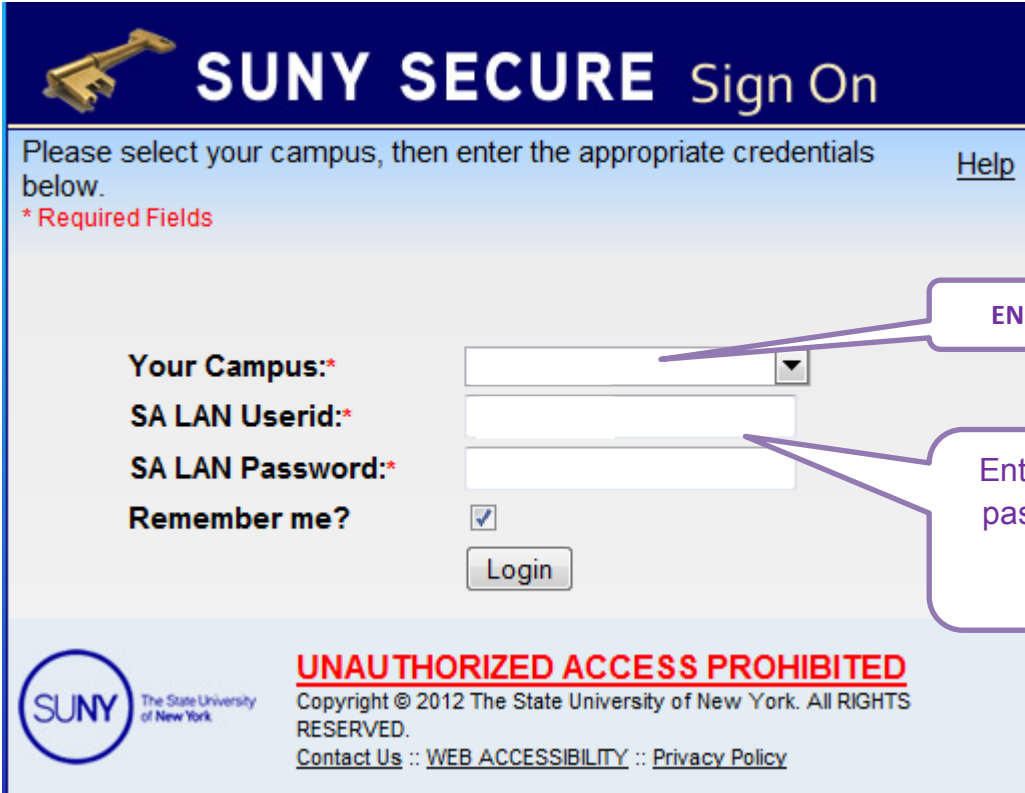
Time and Attendance System  
Classified Employee for **SUNY ESF**

Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password. The first time you sign on, you will be asked to verify your First/Last Name, SUNY ID, and Date of Birth. This verification is to authenticate your user id to your SUNY ID assigned in the system. Click on Submit Answers.

- <https://www.suny.edu/hrportal>

Employees will simply sign into the link above and entering their existing user id and password. The verification process is not necessary. The Time and Attendance System is available 24 hours a day/7 days a week.



The image shows a screenshot of the SUNY SECURE Sign On page. At the top, there is a blue header with a key icon and the text "SUNY SECURE Sign On". Below the header, there is a light blue background with the text "Please select your campus, then enter the appropriate credentials below." and a "Help" link. A red asterisk indicates required fields. The form includes a dropdown menu for "Your Campus:\*" with "ENVIR SCI & FORESTRY" selected, a text input for "SA LAN Userid:\*", a text input for "SA LAN Password:\*", and a "Remember me?" checkbox which is checked. A "Login" button is at the bottom. A callout box points to the "SA LAN Password:\*" field with the text "Enter existing user id and password same as workstation log in." Another callout box points to the "Your Campus:\*" dropdown with the text "ENVIR SCI & FORESTRY". At the bottom, there is a SUNY logo, the text "UNAUTHORIZED ACCESS PROHIBITED", and copyright information: "Copyright © 2012 The State University of New York. All RIGHTS RESERVED." and links for "Contact Us", "WEB ACCESSIBILITY", and "Privacy Policy".

## TAS Home Page:

The screenshot shows the SUNY Secure TAS Home Page. At the top, there is a navigation bar with 'SUNY SECURE' on the left and 'Welcome: VUMBACTI Campus: 29850 - SYSTEM ADMINISTRATION Return to Employee Portal Sign Off' on the right. Below this is a header with 'The State University of New York | Time & Attendance'. A 'Home' link is visible on the left. A 'Menu' button is on the left, and the date 'Tuesday, January 13, 2015 • 11:17:08 AM' is on the right. The user's name 'Jane Doe' is displayed, along with 'Suny ID: 1234' and 'Local Campus ID:'. Below this is a section for 'Employment Roles' with a table:

Status	Role Type	Effective Dates
<input checked="" type="radio"/> Current	Regular State Employee	12/06/2001 - [No End Date]

Below the table, it says 'Displaying single result.' and there is a 'Time and Attendance' button.

- Select Current Employment Role (shown above). If you only have one role, the radio button will be defaulted to the current role.
- Click on Time and Attendance button to work on your Time Record or Time off Request.

## Time Off Request:

Time off Request function allows employees to request time off from their supervisor. To complete a Request Time Off:

- Select Request Time Off from the menu bar located at the top of the screen (shown below).
- Double click on the day you wish to request and/or update on the calendar.
- A separate pop up box will open (shown below) to enter a single day time off request. The from date will be automatically populated from the date that was selected from the calendar.
- Enter appropriate number of hours (increments of quarter hours) in accrual category you wish to charge.
- To submit multi day requests, click on Show Multi-day button on the upper right hand corner of the pop up box. The FROM DATE field will be populated from the date you selected from the calendar. A TO DATE field will now be available to enter a date range. Enter number of consecutive days and select the accrual/leave type from the drop down.
- For Non-Chargeable time, enter appropriate number of days (increments of .25 hours) and select the non-chargeable type from the drop down selection.

- Click on Save if you wish to save your request and not submit to your supervisor at this time. Or Save and Submit, Save your request and submit to your supervisor for action (approve or deny).
- The day/s requested will now appear on your time off request calendar and listed below under Previously Submitted Leave Requests.

Accruals available for use

Watch the month you're in.

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

Home

Menu Thursday, December 11, 2014 • 7:48:00 AM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

**Time and Attendance Record for Jane Smith (12345)**

Campus: 2869 Department: 8 Request Time Off | Work Schedule | Adjust Balances | Manage Holidays | Setup Designee Supervisor: John Doe

**REQUEST FOR TIME OFF TAB**

**Time Off Request**

**Entitlement Balances**

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Personal	Comp Time	Over 40	Floater	Holiday	Regular	40+ (2)
Current	100	150	0	0	0	0	0	0			
Post-Request* (on 12/22/14)	111.50	157.50	0.0	0.0	0.0	0.0	0.0	0.0			

\* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning.

**Existing Time Off Requests**

Double-click a day to add or update a Leave Request

December 2014 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		7.5 - Vacation Leave (P)				
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28	29					

**Click on day requesting off**

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

**Previously Submitted Leave Requests**

Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Submit	Actions		
				Yes	No					Withdrawn	Approve	Deny
Pending	12/02/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	11/07/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	10/30/2014	7.5	Vacation Leave				12/09/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Actions Reset

Change month here

**Time Off Request** As submitted at 9:46:32 AM

**Notes:**  
 • Please enter comments if charging less than a full day."

Enter multiply dates to charge same accruals

Cannot cross over pay periods.

Example: Vacation  
3/18/2015 – 4/1/2015

**Show Multi-Day**

**Single Day Leave (using quarter units)**

From Date:	03/18/2015
Vacation:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
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:	Administrative Leave
Adjustment Reason:	Select ...
Comments (r) :	<input type="text"/>

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

**Save** | **Save And Submit** | **Cancel**

**Time Off Request** As submitted at 9:46:32 AM

**Notes:**  
 • Please enter comments if charging less than a full day."

If sick more than 10 days contact Bev Gracz in Human Resources for additional documentation requirements.

If more than 5 days of lost time within a pay-period Contact Bev Gracz regarding impact on employee benefits.

If using Military Leave Contact Bev Gracz in Human Resources for additional documentation requirements.

**Show Multi-Day**

**Single Day Leave (using quarter units)**

From Date:	03/18/2015
Vacation:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
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:	Administrative Leave
Adjustment Reason:	Select ...
Comments (r) :	<input type="text"/>

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

**Save** | **Save And Submit** | **Cancel**

https://www.suny.edu/execution=e7s1 - Human Resources - Time & Attendance System - Internet Explorer

From Date: 03/16/2016

Vacation: 0

Sick: 0

Family Sick: 0

Holiday: 0

Floater: 0

Voluntary Work Reduction: 0

Lost Time: 0

Military Leave: 0

Non-Chargeable: 0

Non-Chargeable Type: Administrative Leave

Personal: Bone Marrow Donation  
Breast Cancer Screening  
Conference

Compensatory: Jury Duty  
Off Campus Meeting  
Professional Exam  
Prostate Cancer Screening  
Training/Professional Development

Adjustment Reason: Sabbatical Leave  
Extraordinary/Inclement Weather  
Employee Organizational Leave  
Presidential Sick Leave  
Volunteer Firefighter/Ambulance Squad Member  
American Red Cross Disaster Volunteer  
Workers Comp Leave

Comments (c) :

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

Save | Save And Submit | Cancel

ENTER NON-CHARGEABLE HOURS

NON-CHARGEABLE TIME MUST BE APPROVED BY SUPERVISOR IN ACCORDANCE WITH TIME AND ATTENDANCE RULES

NOTIFY Bev Gracz FOR:

JURY DUTY  
WORKERS COMP

Time Off Request

Notes:

As submitted at 9:46:32 AM

- Please enter comments if charging less than a full day."

Single Day Leave (using quarter units)

Show Multi-Day

From Date: 03/18/2015

Vacation: 0

Sick: 0

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 (c) :

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

Save | Save And Submit | Cancel

Comment required if less than full day charged.

EXAMPLES:

- Leave early @ noon
- Leave early @ 1pm no lunch
- Come in late *around* 10am
- Adjusted hours came in earlier than originally approved

BECOMES PART OF PERMANENT RECORD SHOULD BE BRIEF

To submit your request to your supervisor, clicks on the radio button next to the appropriate time off request then click **SUBMIT** to supervisor.

Previously Submitted Leave Requests										
Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Actions	
				Yes	No				Submit	Withdrawn
Saved	12/26/2014	7.5	Vacation Leave						<input type="radio"/>	<input type="radio"/>
Pending	12/12/2014	7.5	Vacation Leave				12/11/2014		<input type="radio"/>	<input type="radio"/>
Approved	11/28/2014	7.5	Vacation Leave				12/11/2014	12/11/2014	<input type="radio"/>	<input type="radio"/>

[Submit Actions](#) [Reset](#)

- Saved – time off request has been saved, not yet submitted to supervisor.
- Pending – submitted to supervisor pending approval.
- Approved – time off request has been approved by the supervisor.

#### Notes:

- ❖ Time off Request is required.
- ❖ Pending time off request will automatically appear on appropriate time record, but will not be charge or show on time record until approved.
- ❖ If you need to change a time off request and it has not been approved by your supervisor, go back into your Time off Request calendar to update.
- ❖ Employees are able to submit a time record that has pending time off request. **Should not submit until all time is approved off. Verify record is accurate prior to submitting for supervisor's approval.**

**Supervisors may still require an email or paper time off slip. If only using the System for time off request, please be advised of the following:**

**The system runs overnight so any time off requests the day before will not be sent to supervisor until the following day. Therefore separate communication will be required between employee and supervisor for next-day requests and approvals.**

**Coming in late from an appointment:** The system may need to be updated based on actual time arrived.

## To Complete Time and Attendance Record:

- Select the Accrual Period (pay period) from the drop down menu that you wish to enter and then click the change period button (shown below).

**Access to time record**

Employee: Time Re Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

**Time and Attendance Record for Jane Smith (12345)**

Campus: 28650 Employee Info | Time Record | History | Request Time Off | Work Schedule | Adjust Balances | Manage Holidays | Setup Designee Supervisor: John Doe  
 Department: 853010: System Administration Human Resources

**Employee Time Record for December 4 -17, 2014**

Accrual Period: 19 ~ Dec 4 -17, 2014 ~ Working Change Period

**Watch pay period/ change here**

Time Record Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours "In" and "Out"				Summary												Time Charged (Hours)												
	In	Out	In	Out	On Call	Mtd OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Ann	SL	FSL	SL Schd	PL	DRL	CT	Holi	VRW	Lost	NoChg				
Thu 12/4	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Fri 12/5	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Sat 12/6					[±]	[±]		0	0	0	0	0	0	0															
Sun 12/7					[±]	[±]		0	0	0	0	0	0	0															
Mon 12/8	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Tue 12/9	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Wed 12/10	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
<b>Week 1 Totals</b>								0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Thu 12/11	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Fri 12/12	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Sat 12/13					[±]	[±]		0	0	0	0	0	0	0															
Sun 12/14					[±]	[±]		0	0	0	0	0	0	0															
Mon 12/15	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Tue 12/16	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
Wed 12/17	08:00a	12:00p	01:00p	04:30p	[±]	[±]		0	7.5	0	7.5	7.5	0	0															
<b>Week 2 Totals</b>								0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Payroll Period Totals</b>								0	0	75	0	75	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**FAMILY SICK IS RECORDED AS WHAT HAS BEEN USED. NOT WHAT IS AVAILABLE**

**Won't show accrued until after 7 day requirement met.**

**PAYROLL ADJUSTMENTS EXAMPLES: PEP, TARDY**

**Time Record Comments** [No Comments.]

Additional Comments:

Paid Hours		Accrual Balances											
Pay Type	Hours	All Values are Hours.											
Holiday	0	Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+(2)	
Overtime	0	Beginning	117.25	161.25	0	0	0	0	0	0	7.5	0	
Extra Time	0	Charged											
Lost Time	0	Sub-Total	117.25	161.25	0	0	0	0	0	0	7.5	0	
Standby	0	Earned						0					
		Adjustments											
		Ending	117.25	161.25	0	0	0	0	0	0	7.5	0	

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

Save Time Record | Submit To Supervisor | Approve | Deny | Print Report

Exact in and out times

**Time Record Comments**

[No Comments.]

**Additional Comments:**

Becomes part of your permanent record.

Keep Brief - should note if required. \* See below

Employee should submit and verify correct AFTER all time requests have been approved and hours inputted.

Employee should submit to supervisor for approval after signed out on last

Print for your records. (This is only a summary).

Or right click on mouse and print entire time sheet and accruals.

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

- Time Record Comments (shown above) – available if employee would like to submit comments attached to the time record for their supervisor
- Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown above).
- If time record is complete and you wish to send it to your supervisor, click on Submit to Supervisor. If time record is not complete, click Save which will allow you to go back into your time record to add or update before submitting to supervisor.
- If you do not wish to save or submit your time record simply click Cancel/Return to Home.

### Required Comments

**OTT and DATE = out of title overtime and date worked**

**FLEX = flexed from regular schedule**

**EMERGENT =\*no lunch break emergent purpose only**



## \*Meal Periods

The scheduling of meal periods should take into account the nature of the duties, the hours of the work shift and health and productivity concerns. Where a meal period is scheduled by the appointing authority, the meal period should be of at least one-half hour duration.

R-2

The appointing authority may require employees to remain on duty during meal periods if the responsibilities of the position are such that this arrangement is necessary and the total number of hours on duty does not exceed eight for employees on a 40 hour workweek or seven and one half for employees on a 37 1/2 hour workweek.

### Notes:

- ❖ If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in work status. You will then be able to make any changes as appropriate and resubmit to your supervisor.
- ❖ View Holiday – list of employee's holidays/floaters that have been accrued along with expiration date.
- ❖ PDF Report – allows employees ability to print time record.
- ❖ Existing Time Off Request – lists any existing time off request the employee has pending approval from supervisor. Employee will be unable to submit
- ❖ Audit Details – keeps an audit of add/updates or denials to time record.
- ❖ Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

### **DAILY SIGN IN REQUIREMENT:**

Sign in each day through anticipated lunch break and at end of each day (Modify actual times if needed)

#### Example:

Come into work and sign in at 8 am sign out at 12p - SAVE – LOG OFF - Before leave for the night – LOG IN – sign in at 1 pm sign out at 4:31pm. = 7.50 hour day total

## History:

- Shows a 12 month Employee history of all accrual balances.