

Time and Attendance System - Supervisor Role
Classified Employee

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.

SUNY SECURE Sign On

Please select your campus, then enter the appropriate credentials below. [Help](#)

* Required Fields

Your Campus:* [Dropdown menu: ENVIR SCI & FORESTRY]

SA LAN Userid:* [Text input field]

SA LAN Password:* [Text input field]

Remember me?

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TAS Home Page:

[SUNY SECURE](#) | Welcome: VUMBACTI | Campus: 28850 - SYSTEM ADMINISTRATION | [Return to Employee Portal](#) | [Sign Off](#)

The State University of New York | Time & Attendance

Home

Menu | TAS Home | Tuesday, January 13, 2015 • 11:17:08 AM

Name: Jane Doe | Suny ID: 1234 | Local Campus ID:

Employment Roles

Status	Role Type	Effective Dates
Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

[Time and Attendance](#)

From the TAS Home Page (shown above), click on the Time and Attendance button to be brought into your Time Record, Time off Request or Supervisor Work Roster.

Supervisor Pending Approval Roster:

Access Work Roster

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | Supervisor: [Work Roster](#)

Supervisor Pending Approvals Roster
Supervisor(Designee): John Smith (45678) | As submitted at 9:20:13 AM

Notes:

- Time records must be approved in chronological order.

Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Requested			Request Balance*			
						Yes	No		Request Balance*	Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5	2.5 Hours	Vacation Leave				44.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5	2.5 Hours	Vacation Leave				41.75	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5	0.5 Hours	Vacation Leave				45.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

* - 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 purposes only.

Pending Time Records Approvals

Classified Employee	Neg. Unit	Request Period
Jane Doe (12345)	02	04/23/2015 - 05/01/2015
James Long (67891)	02	05/07/2015 - 05/20/2015

[Submit](#) | [Reset](#)

Employee Roster

Employee	Position
Jane Doe (12345)	Administrative Aide

List of employees requesting time off

List of employees needing time sheet approval
MUST view DETAILS in-order to approve

List of current employees you're responsible to submit record for, if an employee is not on the list please contact the payroll office.

Hourly employees will not be on this roster. They are required to submit paper time sheets.

To begin working on any pending time records and/or to request a Supervisor Work Roster highlighted in yellow on the top

Pending Time off Request will be listed first on the supervisor work roster and must be approved or denied before the time record is approved or denied within the same pay period.

Supervisors have the ability to approve, deny or postpone time off requests by selecting the appropriate radio button under Approval (highlighted above in pink).

- Approve
- Deny - If a time record is denied, comments are required. Once the Deny button is selected the comment field will open to allow comments to be entered.
- Postpone – can be selected if supervisor does not wish to take action on the employee’s time record at that time. The time record will remain on the supervisors work roster until further action is taken. **Should not postpone past the payroll deadline.**

Supervisor must select whether the sick leave was scheduled or not before taking action on any sick leave request.

✓ Once action has been selected, click Submit.

To take action on an employee’s time record, **supervisors must select Details** (see above in orange) to view the time record in its entirety.

The screenshot shows a 'Time Record' interface with a table of daily records and summary rows. A callout box points to the 'In' and 'Out' columns, stating: "Verify in and out times and total hours worked daily and ending totals". Another callout box points to the 'Accrual Balances' section, stating: "Verify appropriate accruals were recorded.".

Date	In	Out	In	Out	On Call	Met	Stand By	Tardy	Wk	Chg	Tot	Reg	CT	OT	Ann	SL	FSL	SL Sched	Time Charged (Hours)	PL	DRL	CT	Holl	VRW	Lost	NoC						
Thu 11/20	07:30a	01:00p						0	5.5	0	5.5	5.5	0	0																		
Fri 11/21	07:30a	12:30p	01:00p	04:00p				0	8	0	8	8	0	0																		
Sat 11/22								0	0	0	0	0	0	0																		
Sun 11/23								0	0	0	0	0	0	0																		
Mon 11/24	07:30a	12:30p	01:00p	04:00p				0	8	0	8	8	0	0																		
Tue 11/25								0	0	8	8	0	0	0									8									
Wed 11/26								0	0	8	8	0	0	0																		
Week 1 Totals											37.5	21.5	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thu 11/27								0	0	7.5	7.5	0	2	0										7.5								
Fri 11/28								0	0	8	8	0	0	0																		
Sat 11/29								0	0	0	0	0	0	0																		
Sun 11/30								0	0	0	0	0	0	0																		
Mon 12/1	07:00a	12:30p	01:00p	04:00p				0	8.5	0	8.5	8	0.5	0																		
Tue 12/2	07:00a	12:30p	01:00p	04:30p				0	9	0	9	8	0	1																		
Wed 12/3	07:00a	12:30p	01:00p	04:00p				0	8.5	0	8.5	8	0	0.5																		
Week 2 Totals											41.5	24	2.5	1.5	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Payroll Period Totals											79	45.5	2.5	1.5	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Time Record Comments

[No Comments]

Additional Comments:

Approve Deny

View Holidays PDF Report

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	1.5
Extra Time	0
Time	0
Indby	0

Accrual Balances

Name	Ann	S
Beginning	122.5	0
Charged	16.0	0
Sub-Total	106.5	0
Earned	5.75	0
Adjustments	0.0	0
Ending	112.25	0

All Values are Hour

VRW	PL	Comp	40+(1)	Holiday	Float	Reg	40+ (2)
0	0	0	16.75	0	7.5	0	0
0.0	0.0	8.0	0.0	0.0	0.0	7.5	0.0
0.0	0.0	8.75	0.0	7.5	-7.5	0	0
0.0	0.0	2.5	0.0	0.0	7.5	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	11.25	0.0	7.5	0.0	0.0	0.0

Once the time record has been reviewed, the supervisor should take appropriate action to either approve or deny. If time record is denied, comments are required to be entered letting the employee know the reason for the denial. The employee will then be able to correct their time record as necessary and resubmit to the supervisor.

If unsure of appropriate denial criteria contact Human Resources.

Employee Roster: - Is a list of all employees that report directly to the supervisor (shown below).

Employee Roster			
Current Employees			
Employee	Title	Next Timesheet Date	Actions
	Calculations Clerk 2	11/20/2014	[Employee Info Time Record History Work Schedule]

Supervisors are able to view Employee Information Detail, Time Record, History and Work Schedule from their work roster.

If [...] icon appears under an employee's name, this indicates the employee is also a supervisor within the department. If you click on the [...] icon their supervisor work roster will be brought up, and you have all the same supervisor privileges.

Supervisor Pending Approvals Roster											
Supervisor(Designee):John Smith (45678)										As submitted at 9:20:13 AM	
Notes:											
<ul style="list-style-type: none"> Time records must be approved in chronological order.* 											
Pending Leave Requests											
Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Post-Request Balance*	Approval		
						Yes	No		Approve	Deny	Postpone
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* - 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 purposes only.											
Pending Time Records Approvals											
Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)								
			Vacation	Sick	Holiday	Other					
Jane Doe (12345)	02	04/23/2015 - 05/06/2015	1	0	0	0					
James Long (67891)	02	05/07/2015 - 05/20/2015	0	0	0	0					
<input type="button" value="Submit"/> <input type="button" value="Reset"/>											
Employee Roster											
Current Employees											
Employee	Title	Next Timesheet Date	Actions								
Jane Doe (12345)	Administrative Aide	04/23/2015	[Employee Info Time Record History Request Time Off Work Schedule]								

To view employees comments if charging less than a full day for approving time off.

Notes:

Supervisors have access to set up a Proxy for their employees (see separate instructions on how to set up a Proxy). Form required to be submitted to Payroll office.

Supervisors are an automatic proxy for their employees to submit time records.

Supervisors should change the work schedules for their employees if there is a change in their regular schedule. This is required to process hours and accruals correctly in the system. **If any part of the shift falls between 6pm and 6am – notify payroll immediately to determine if due an inconvenience pay or vice versa to prevent overpayment.**

Helpful Hints:

1. Supervisors should approve/deny the time sheet immediately or by Friday after pay period has ended if not approved according to Payroll Schedule (online) overtime /lost time payments may be delayed.
2. Supervisors on vacation (for example) should set up a proxy or notify their supervisor that employee's records will need to be approved before deadline.
3. Proxies are available to approve time records for supervisors after setting up through the payroll office– But are still responsible.
4. Email notifications will be sent daily if action required is not complete. Ater 7 days, an email will be sent to the next level supervisor to request action.

Example of email notification:

From: DoNotReply@suny.edu [mailto:DoNotReply@suny.edu]

Sent: Monday, January 25, 2016 9:10 PM

To: YOU

Subject: Message from Time and Attendance System

This message is an automated message from The State University of New York Human Resources Time & Attendance System.

If you have any questions, please contact your campus Time and Attendance Manager.

You have pending time and attendance items that require your review and action.

Your TimeOff Request has been approved.

One of your employees has withdrawn an approved time off request.

Please login to <https://www.suny.edu/hrportal> or go to your local link for more detailed information.