<u>Time and Attendance System - Supervisor Role</u> <u>Classified Employee</u>

Sign On:

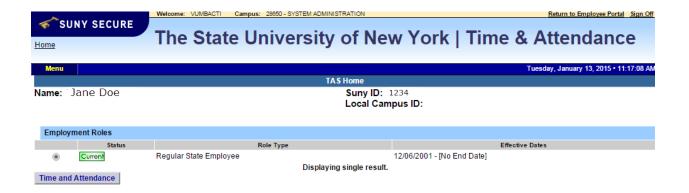
Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password. The first time you sign on, you will be asked to verify your First/Last Name, SUNY ID, and Date of Birth. This verification is to authenticate your user id to your SUNY ID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

https://www.suny.edu/hrportal

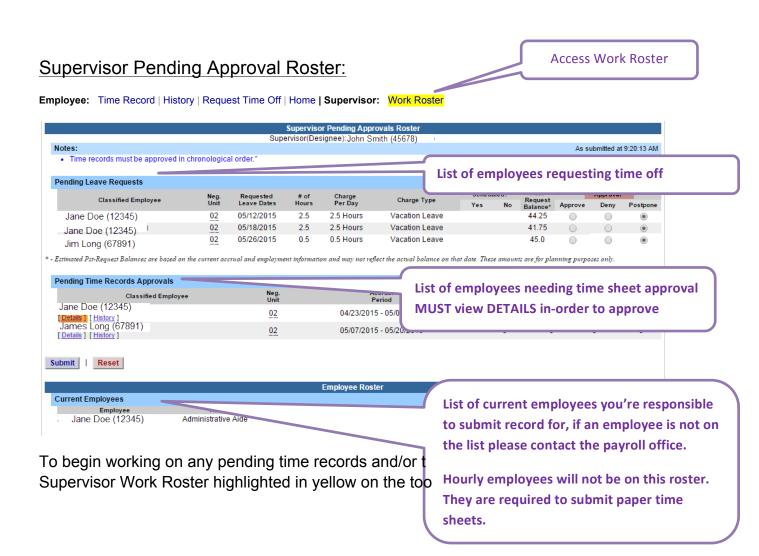
Employees will simply sign into the link above and entering their existing user id and password. The verification process is not necessary.



TAS Home Page:



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.



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

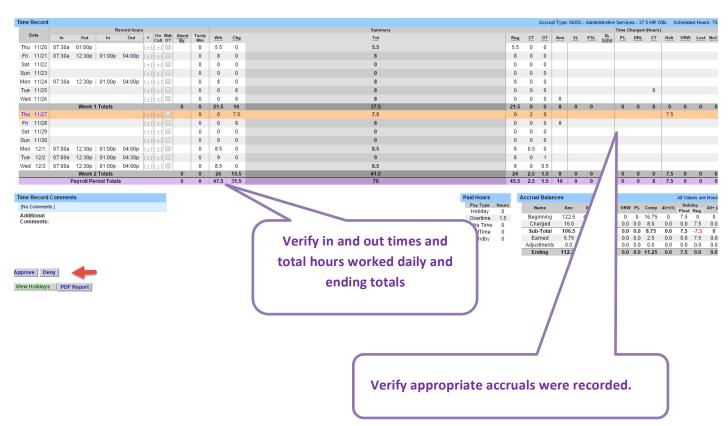
Supervisors have the ability to approve, deny or postpone time off requests by selecting the appropriate radio button under Approval (highlighted above in pink).

- 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.



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.

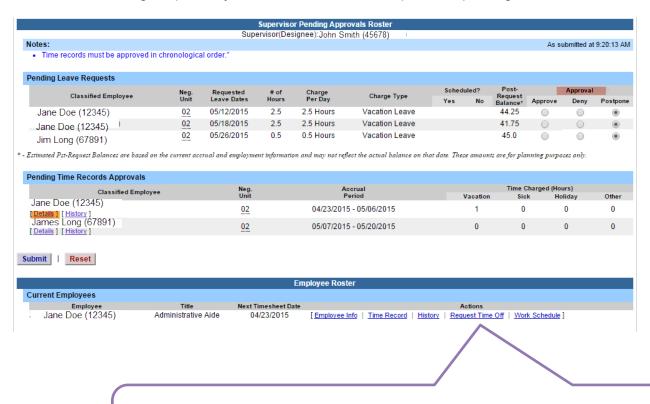
If unsure of appropriate denial criteria contact Human Resources.

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



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.



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:

- 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]

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.