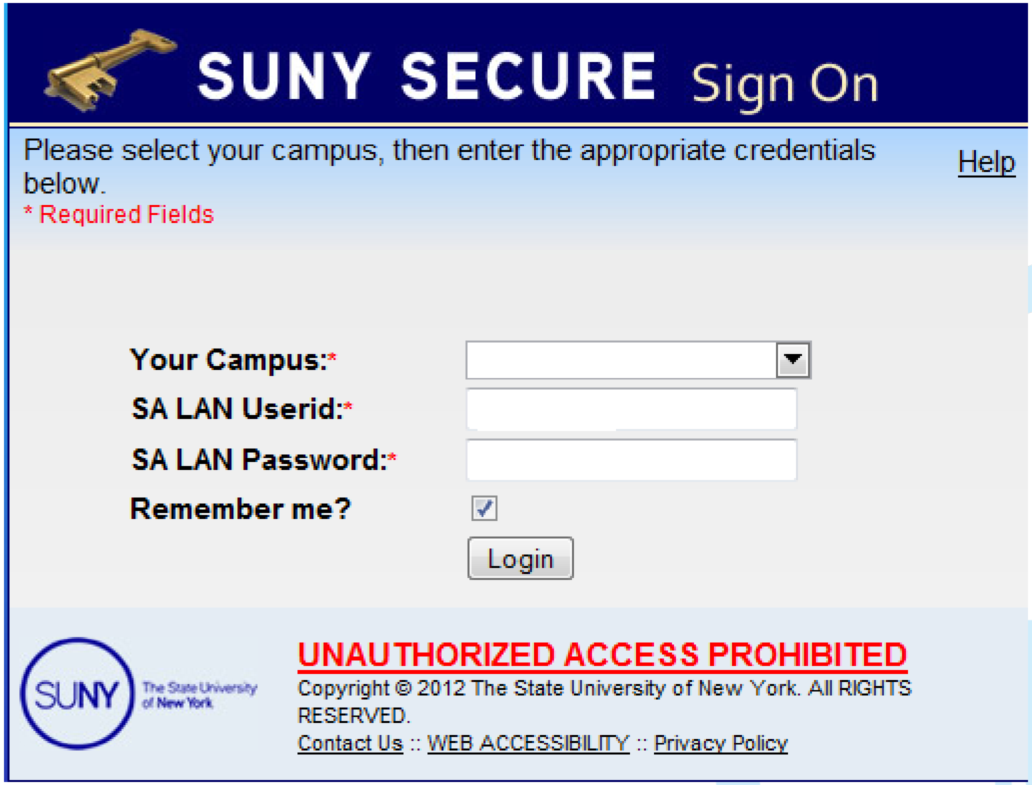
Sign in to SUNY at:

http://www.suny.edu/time

Bookmark

- The screen will be slightly different the first time you log in, requesting your SUNY ID and DOB. *That is a one-time security occurrence.* **Going forward, your entry screen will look like this:**



SUNY SECURE Sign On

Please select your campus, then enter the appropriate credentials below.

* Required Fields

Help

Your Campus:*

SA LAN Userid:*

SA LAN Password:*

Remember me? ☑

Login

UNAUTHORIZED ACCESS PROHIBITED

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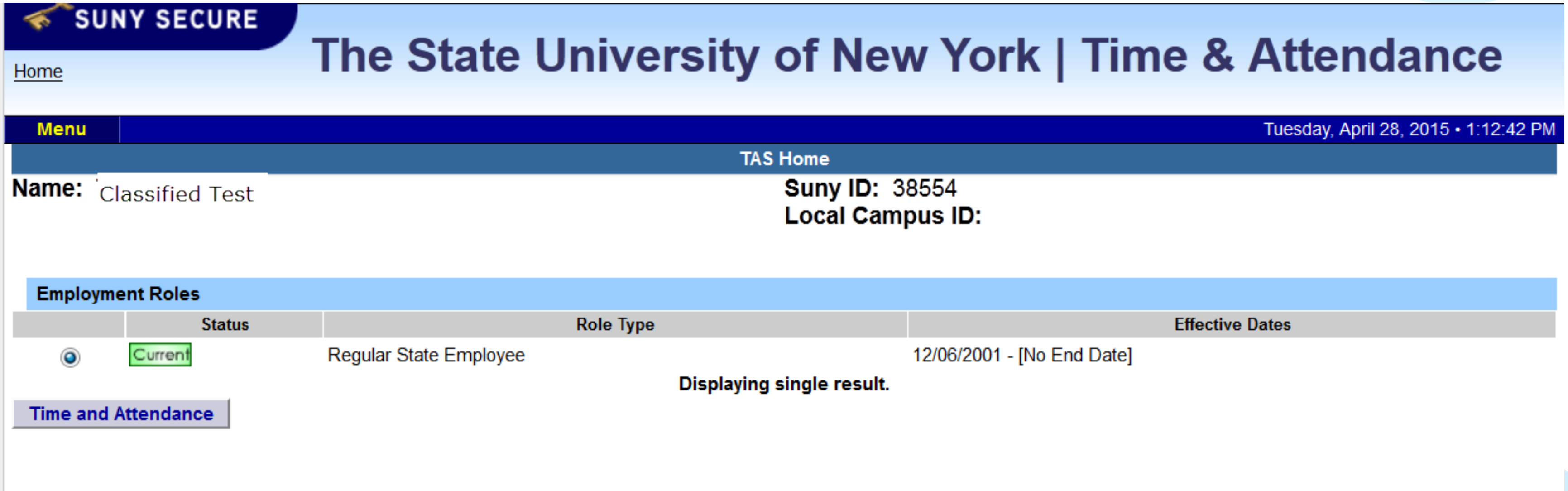
Suny ID and Password

Then, click on
"Time and Attendance" Tab
to get into your time record


SUNY SECURE
Home
Menu
Time and Attendance

The State University of New York | Time & Attendance

Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

Name: Classified Test

Suny ID: 38554

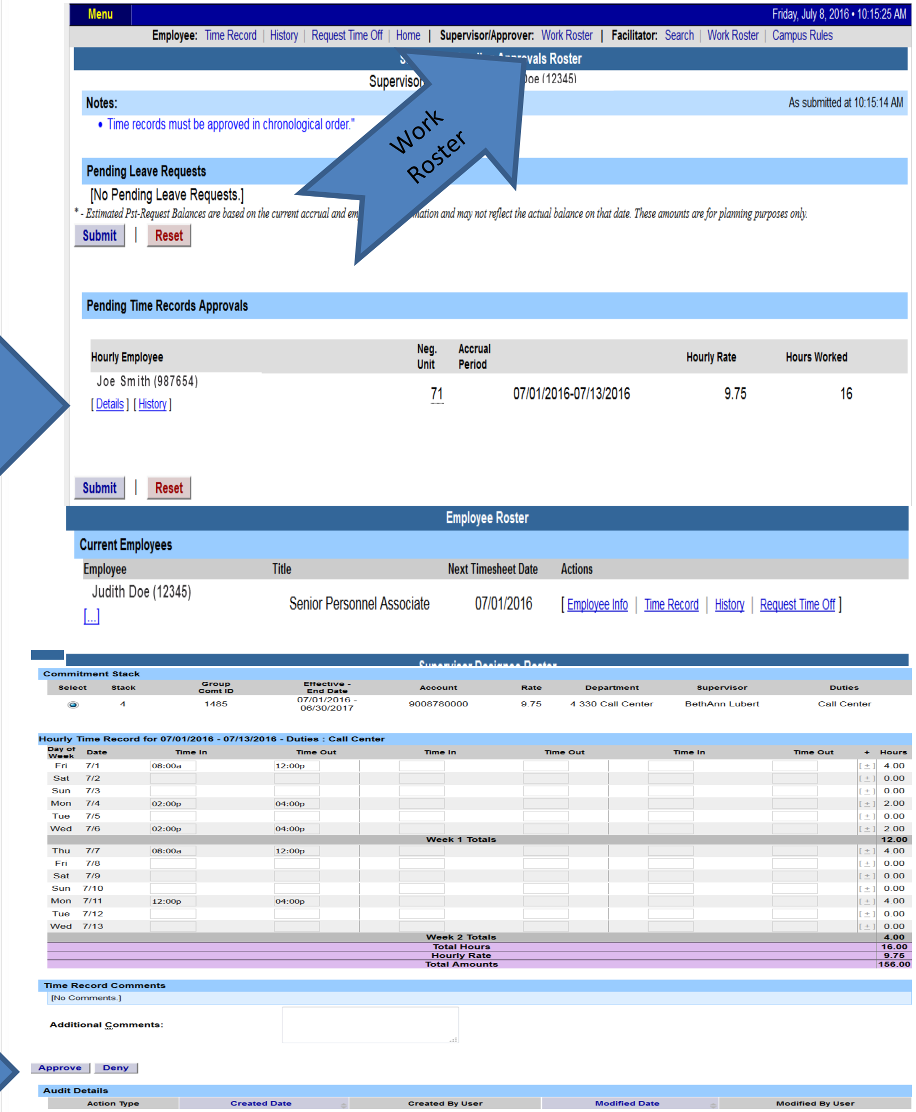
Local Campus ID:

Employment Roles

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

Displaying single result.

Supervisor Work Roster:



Friday, July 8, 2016 • 10:15:25 AM

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

vals Roster

Supervisor Doe (12345)

Notes: As submitted at 10:15:14 AM

- Time records must be approved in chronological order."

Pending Leave Requests

[No Pending Leave Requests.]

** - Estimated Pst-Request Balances are based on the current accrual and em mation and may not reflect the actual balance on that date. These amounts are for planning purposes only.*

Pending Time Records Approvals

Hourly Employee	Neg. Unit	Accrual Period		Hourly Rate	Hours Worked
Joe Smith (987654) [Details] [History]	71		07/01/2016-07/13/2016	9.75	16

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
Judith Doe (12345) [...]	Senior Personnel Associate	07/01/2016	[Employee Info | Time Record | History | Request Time Off]

Commitment Stack

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
●	4	1485	07/01/2016 - 06/30/2017	9008780000	9.75	4 330 Call Center	BethAnn Lubert	Call Center

Hourly Time Record for 07/01/2016 - 07/13/2016 - Duties : Call Center

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Fri	7/1	08:00a	12:00p					[±]	4.00
Sat	7/2							[±]	0.00
Sun	7/3							[±]	0.00
Mon	7/4	02:00p	04:00p					[±]	2.00
Tue	7/5							[±]	0.00
Wed	7/6	02:00p	04:00p					[±]	2.00
Week 1 Totals									12.00
Thu	7/7	08:00a	12:00p					[±]	4.00
Fri	7/8							[±]	0.00
Sat	7/9							[±]	0.00
Sun	7/10							[±]	0.00
Mon	7/11	12:00p	04:00p					[±]	4.00
Tue	7/12							[±]	0.00
Wed	7/13							[±]	0.00
Week 2 Totals									4.00
Total Hours									16.00
Hourly Rate									9.75
Total Amounts									156.00

Time Record Comments

[No Comments.]

Additional Comments:

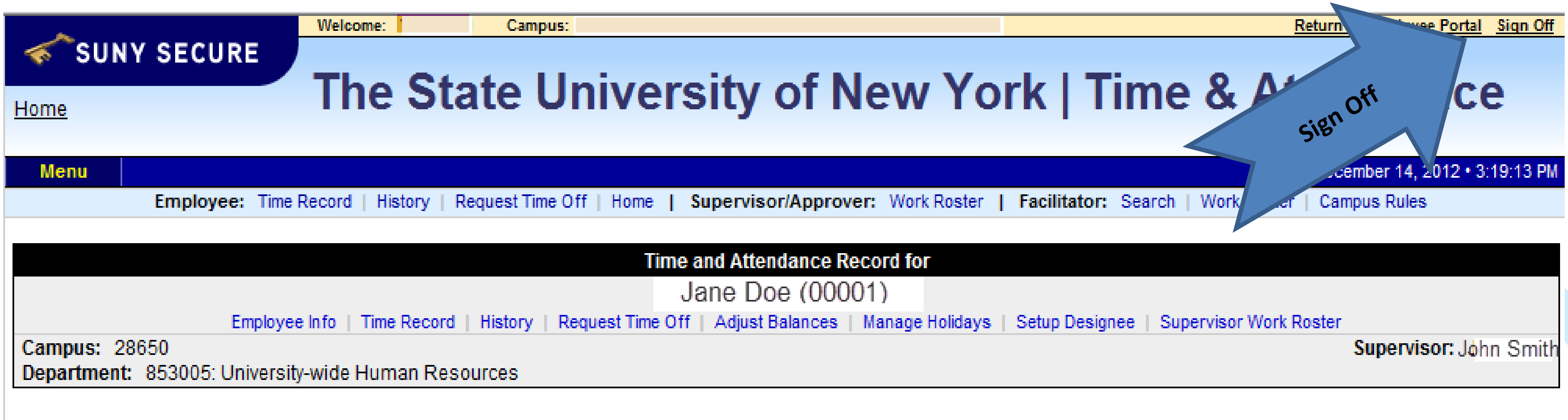
Audit Details

Action Type	Created Date	Created By User	Modified Date	Modified By User

1. Click on Work Roster, to view pending time records for your employees.
2. If you have multiple employees reporting to you in different bargaining units, they will be displayed separately on your work roster for your convenience.
   - Unclassified Employee
   - Classified Employees
   - Hourly Employees
3. Select "Details" under Pending Time Records Approvals to view time record to take action on.
4. Under the Employee 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.
5. To take action on a pending time record once the supervisor has clicked on details from the work roster and reviewed the time record and is ready to approve/deny the time record they will need to check the box "**I certify that this student has worked and earned the amount being paid**" and then approve/deny the time record.
6. Once action has been taken, the pending time record will be removed from the work roster.
7. If approved, the time record will change to an approved status under the accrual pay period drop down.
8. If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
9. If time record has been approved, the total hours worked will roll into the TAS Payment Roster for the payroll department to audit and send the payment to OSC.

Sign out of the SUNY browser and CLOSE

- To ensure your privacy and system security, please log off by clicking on “Sign Off” link in the upper right hand corner of your screen.


Welcome:
Campus:
Return
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Sign Off
SUNY SECURE
Home
The State University of New York | Time & At
ce
Sign Off
Menu
cember 14, 2012 • 3:19:13 PM
Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work
er | Campus Rules
Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster

Time and Attendance Record for

Jane Doe (00001)

Campus: 28650

Department: 853005: University-wide Human Resources

Supervisor: John Smith