Sign in to SUNY at:
http://www.suny.edu/time

- 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:
Then, click on “Time and Attendance” Tab to get into your time record.
Supervisor Work Roster:

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.
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.