

Student Employees

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/time>

If EduPerson has been established at the campus, **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.

TAS Home Page:

Welcome: VUMBACTI Campus: 28000 - SYSTEM ADMINISTRATION [Return to Employee Portal](#) [Sign Off](#)

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

[Home](#)

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

TAS Home

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

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

Displaying single result.

[Time and Attendance](#)

- Select Current Employment Role (shown above). If you only have one role, the radio button will be defaulted to the current role. **If you have multiple roles, please select the role in which you will be entering your time in/out for.**
- Click on Time and Attendance button to work on your Time Record.

Entering Time Record:

home **The State University of New York | TIME & ATTENDANCE**

Menu Thursday, April 14, 2016 - 10:26:35 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 Doe (01234)
Employee Info | Time Record | History

Campus: 28020

Commitment Stack

Select	Stack	Group Comt ID	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="radio"/>	17	rec sports	05/20/2016 - 08/27/2016	9000870000	10.00			
<input type="radio"/>	18	rec sports	05/20/2016 - 08/27/2016	9000870000	13.75			

Accrual Period

05/19/2016 ~ 06/01/2016 ~ New

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

Hourly Time Record for 05/20/2016 - 06/01/2016 - Duties :

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Fri	5/20	08:00a	12:00p					[+]	4.00
Sat	5/21							[+]	0.00
Sun	5/22							[+]	0.00
Mon	5/23	03:00p	09:00p					[+]	6.00
Tue	5/24							[+]	0.00
Wed	5/25							[+]	0.00
Week 1 Totals									14.00
Thu	5/26	05:00p	09:00p					[+]	4.00
Fri	5/27	08:00a	12:00p					[+]	4.00
Sat	5/28							[+]	0.00
Sun	5/29							[+]	0.00
Mon	5/30							[+]	0.00
Tue	5/31	02:00p	07:00p					[+]	5.00
Wed	6/1							[+]	0.00
Week 2 Totals									9.00
Total Hours									23.00

- Please select the commitment stack from the above list in which you would need to enter time in/out.
- Choose the correct accrual period from the drop down box.
- Enter the appropriate time in and out directly in the time record (displayed above). Please enter “a” for AM and “p” for PM. If more time in/out fields for a specific day is required, click on the + button next to the hours column.
- **If** you need to send comments on the time record for your supervisor, please enter in additional comment sections.
- After each entry, please click on the save time record button. Once the time record is complete for the pay period, select the “I certify” box and submit time record to supervisor (see below).

Time Record Comments

[No Comments.]

Additional Comments:

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

Save Time Record

Submit To Supervisor

Notifications:

For the supervisor:

You have a pending student time record needing your review and action.

If a supervisor does not take action on the employee's time record within the timeframe specified by the campus, the time record will be moved up to the supervisor's supervisor.

For the student if the time record is denied by either the supervisor or by the payroll department from the TAS Payment Roster:

Your Time Record has been disapproved. Please log in to review the denial comments.

Student Assistants & College Work Studies at SUNY ESF:

- Lunch Breaks:** New York requires employers to provide a standard 30-minute unpaid lunch break. Employees who work for at least **six hours** and begin their shifts before 11 a.m. and finish their shifts sometime after 2 p.m. are entitled to an unpaid, uninterrupted lunch break of at least 30 minutes between 11 a.m. and 2 p.m. Employees whose shifts begin after 1 p.m. and end by 6 a.m. are entitled to a 45-minute lunch break, so long as their shifts are at least six hours. Employees are entitled to an additional 20-minute meal period if their shifts begin before 11 a.m. and end after 7 p.m. **In and out times for lunch breaks must be recorded.** <https://www.labor.ny.gov/workerprotection/laborstandards/employer/meals.shtm>
- Students Assistants** may only work more than 20 hours per week if they are in good academic standing, and up to 25 hours per week maximum. Week runs Thursday to Wednesday.
- College Work Study:** may only work up to 20 hours per week when classes are in session. During breaks and over the summer, a maximum of 40 hours per week are allowed. Week runs Thursday to Wednesday