

# 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.*



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## Overview of Monthly Time and Attendance Process – For Supervisors

- 1) Sign in to SUNY HR Time and Attendance
- 2) Select “Work Roster.”
- 3) View employee’s Time Record
- 4) Select “Details” to view employee’s time record.
- 5) Select “Approve” or “Deny”

A large, light blue watermark of the SUNY logo is positioned in the bottom right corner of the slide. It consists of a large arc above the word "SUNY" in a light blue, sans-serif font.

SUNY



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Then, click on

"Time and Attendance" Tab

to get into your time record

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

Home

**Menu** Tuesday, April 28, 2015 • 1:12:42 PM

TAS Home

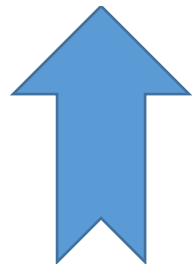
**Name:** Classified Test **Suny ID:** 38554  
**Local Campus ID:**

**Employment Roles**

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

Displaying single result.

**Time and Attendance**



Menu 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

Supervisor: Doe (12345)

Notes:  
• Time records must be approved in chronological order.\*

As submitted at 10:15:14 AM

**Pending Leave Requests**  
[No Pending Leave Requests.]  
\* - Estimated Pat-Request Balances are based on the current accrual and any other information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

Submit | Reset

**Pending Time Records Approvals**

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

[Details] | [History]

Submit | Reset

**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]

[...]

**Supervisor Business Details**

Commitment Stack	Group	Effective -	Account	Rate	Department	Supervisor	Duties
Select	Stack	End Date					
4	1485	07/01/2016 - 06/30/2017	9088780000	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	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
<b>Week 1 Totals</b>						<b>12.00</b>
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
<b>Week 2 Totals</b>						<b>4.00</b>
<b>Total Hours</b>						<b>16.00</b>
<b>Hourly Rate</b>						<b>9.75</b>
<b>Total Amounts</b>						<b>156.00</b>

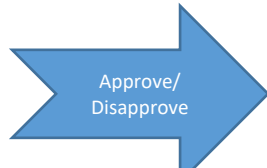
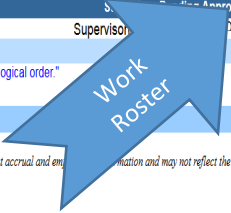
**Time Record Comments**  
[No Comments.]

Additional Comments:

Approve | Deny

**Audit Details**

Action Type	Created Date	Created By User	Modified Date	Modified By User
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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, please click approve or deny.
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.



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## 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.

The screenshot shows the SUNY Time & Attendance portal interface. At the top right, there is a navigation bar with links for "Return", "Employee Portal", and "Sign Off". A blue arrow points to the "Sign Off" link. Below the navigation bar, the main header reads "The State University of New York | Time & Attendance". A "Menu" section is visible, containing links for "Employee: Time Record", "History", "Request Time Off", "Home", "Supervisor/Approver: Work Roster", "Facilitator: Search", "Work Roster", and "Campus Rules". The main content area displays "Time and Attendance Record for Jane Doe (00001)". Below this, there are links for "Employee Info", "Time Record", "History", "Request Time Off", "Adjust Balances", "Manage Holidays", "Setup Designee", and "Supervisor Work Roster". The bottom section shows "Campus: 28650" and "Department: 853005: University-wide Human Resources", with "Supervisor: John Smith" on the right.

