

# Time and Attendance System

## Classified Employee

### 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:

The screenshot shows the SUNY Secure login page for the Time & Attendance System. The header includes the SUNY logo and 'SUNY SECURE'. The main title is 'The State University of New York | Time & Attendance'. The user's name is 'Jane Doe', Suny ID is '1234', and Local Campus ID is displayed. Below this, there is a table for 'Employment Roles' with columns for Status, Role Type, and Effective Dates. A single role is listed: 'Regular State Employee' with a 'Current' status and effective dates from '12/06/2001' to '[No End Date]'. A 'Time and Attendance' button is visible at the bottom left of the page.

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

- Select Current Employment Role (shown above). If you only have one role, the radio button will be defaulted to the current role.
- Click on Time and Attendance button to work on your Time Record or Time off Request.

## Time Off Request:

Time off Request function allows employees to request time off from their supervisor. To complete a Request Time Off:

- Select Request Time Off from the menu bar located at the top of the screen (shown below).
- Double click on the day you wish to request and/or update on the calendar.

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

[Home](#)

Menu
Thursday, December 11, 2014 • 7:48:00 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 Smith (12345)

Campus: 28650  
Department: 853010: System Administration Human Resources
Supervisor: John Doe

Time Off Request

**Entitlement Balances**

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Personal	Comp Time	Over 40	Floater	Holiday Regular	40+ (2)
Current	100	150	0	0	0	0	0	0	0	0
Post-Request* (on 12/22/14)	111.50	157.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0

\* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

**Existing Time Off Requests**
Double-click a day to add or update a Leave Request

**December 2014**

 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	7.5 - Vacation Leave (P)	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 <small>Christmas Day</small>	26	27
28	29	30	31			

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

**Previously Submitted Leave Requests**

Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Submit	Actions		
				Yes	No					Withdrawn	Approve	Deny
Pending	12/02/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	11/07/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	10/30/2014	7.5	Vacation Leave				12/09/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Actions
Reset

- A separate pop up box will open (shown below) to enter a single day time off request. The from date will be automatically populated from the date that was selected from the calendar on.
- Enter appropriate number of hours (increments of quarter hours) in accrual category you wish to charge.
- To submit multi day requests, click on Show Multi-day button on the upper right hand corner of the pop up box. The FROM DATE field will be populated from the date you selected from the calendar. A TO DATE field will now be available to enter a date range. Enter number of consecutive days and select the accrual/leave type from the drop down.
- For Non-Chargeable time, enter appropriate number of days (increments of .25 hours) and select the non-chargeable type from the drop down selection.
- Click on Save if you wish to save your request and not submit to your supervisor at this time. Or Save and Submit, Save your request and submit to your supervisor for action (approve or deny).
- The day/s requested will now appear on your time off request calendar and listed below under Previously Submitted Leave Requests.

Time Off Request	
<b>Notes:</b>	
As submitted at 9:46:32 AM	
<ul style="list-style-type: none"> <li>• Please enter comments if charging less than a full day."</li> </ul>	
<b>Single Day Leave (using quarter units)</b> <span style="float: right;"><b>Show Multi-Day</b></span>	
From Date:	03/18/2015
Vacation:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
Family Sick:	<input type="text" value="0"/>
Holiday:	<input type="text" value="0"/>
Floater:	<input type="text" value="0"/>
Voluntary Work Reduction:	<input type="text" value="0"/>
Deficit Reduction:	<input type="text" value="0"/>
Lost Time:	<input type="text" value="0"/>
Military Leave:	<input type="text" value="0"/>
Non-Chargeable:	<input type="text" value="0"/>
Non-Chargeable Type:	Administrative Leave ▼
Adjustment Reason:	Select ... ▼
Comments (t) :	<input type="text"/>

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

**Save** | **Save And Submit** | **Cancel**

To submit your request to your supervisor, clicks on the radio button next to the appropriate time off request then click SUBMIT to supervisor.

Previously Submitted Leave Requests										
Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Actions	
				Yes	No				Submit	Withdrawn
Saved	12/26/2014	7.5	Vacation Leave						<input type="radio"/>	<input type="radio"/>
Pending	12/12/2014	7.5	Vacation Leave				12/11/2014		<input type="radio"/>	<input type="radio"/>
Approved	11/28/2014	7.5	Vacation Leave				12/11/2014	12/11/2014	<input type="radio"/>	<input type="radio"/>

[Submit Actions](#) [Reset](#)

- Saved – time off request has been saved, not yet submitted to supervisor.
- Pending – submitted to supervisor pending approval.
- Approved – time off request has been approved by the supervisor.

### Notes:

- ❖ Time off Request is required.
- ❖ Pending time off request will automatically appear on appropriate time record.
- ❖ If you need to change a time off request and it has not been approved by your supervisor, go back into your Time off Request calendar to update.
- ❖ Employees are able to submit a time record that has pending time off request.

### To Complete Time and Attendance Record:

- Select the Accrual Period (pay period) from the drop down menu that you wish to enter and then click the change period button (shown below).

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

### Time and Attendance Record for

**Jane Smith (12345)**

Campus: 28650      Department: 853010: System Administration Human Resources      Supervisor: John Doe

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**Employee Time Record for December 4 -17, 2014**

Accrual Period: 19 ~ Dec 4 -17, 2014 ~ Working Change Period

**Time Record** Accrual Type: NU02 - Administrative Services - 37.5 HR OBL    Scheduled Hours: 75.0

Date	Record hours "In" and "Out"				Summary											Time Charged (Hours)														
	In	Out	In	Out	On Call	Mdt OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Ann	SL	FSL	SL Schd	PL	DRL	CT	Holt	VRW	Lost	NoChg					
Thu 12/4	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Fri 12/5	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Sat 12/6					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0																
Sun 12/7					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0																
Mon 12/8	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Tue 12/9	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Wed 12/10	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
<b>Week 1 Totals</b>								0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Thu 12/11	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Fri 12/12	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Sat 12/13					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0																
Sun 12/14					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0																
Mon 12/15	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Tue 12/16	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
Wed 12/17	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0																
<b>Week 2 Totals</b>								0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Payroll Period Totals</b>								0	0	75	0	75	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Time Record Comments**

[No Comments.]

Additional Comments:

**Paid Hours**

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
Lost Time	0
Standby	0

**Accrual Balances** All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	40+ (2)
Beginning	117.25	161.25	0	0	0	0	0	0	7.5
Charged									
Sub-Total	117.25	161.25	0	0	0	0	0	0	7.5
Earned						0			
Adjustments									
Ending	117.25	161.25	0	0	0	0	0	0	7.5

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

Save Time Record   Submit To Supervisor   Approve   Deny   PDF Report

**Time Record Comments**

[No Comments.]

Additional Comments:

- Time Record Comments (shown above) – available if employee would like to submit comments attached to the time record for their supervisor.

- Shows a 12-month Employee history of all accrual balances.

I certify that this time record is accurate and complete.

[Submit To Supervisor](#) [Save Time Record](#) [Cancel/Return to Home](#)

[View Holidays](#) [PDF Report](#)

- Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown above).
- If time record is complete and you wish to send it to your supervisor, click on Submit to Supervisor. If time record is not complete, click Save which will allow you to go back into your time record to add or update before submitting to supervisor.
- If you do not wish to save or submit your time record simply click Cancel/Return to Home.

### Notes:

- ❖ If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in work status. You will then be able to make any changes as appropriate and resubmit to your supervisor.
- ❖ View Holiday – list of employee’s holidays/floaters that have been accrued along with expiration date.
- ❖ PDF Report – allows employees ability to print time record.
- ❖ Existing Time Off Request – lists any existing time off request the employee has pending approval from supervisor. Employee will be unable to submit
- ❖
- ❖ Audit Details – keeps an audit of add/updates or denials to time record.
- ❖ Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

### History:

- Shows a 12 month Employee history of all accrual balances.