Time and Attendance System

UUP 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, Date of Birth and SUNY ID. This verification is to authenticate your user id and SUNY ID.

- 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.
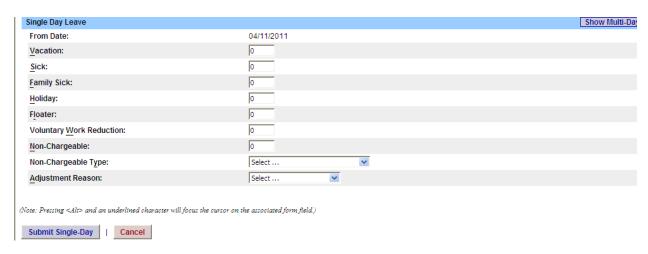
TAS Home Page:

- Select Current Employment Role (shown above).
- Click on Time and Attendance button to work on your Time Record or Time off Request.
- If you wish to view your paycheck click the View Paycheck button. Paycheck information will be available the Monday before payday.

To Complete Time and Attendance Record:

Accrual Period
April 2011 ~ Working [▼] [Change Period]

- Select the Accrual Period (month) from the drop down menu that you wish to work on and then click the change period button (shown above).
- Double click on the day you wish to add or update time charged from the calendar.

Single Day Leave   Show Multi-Day

From Date:	04/11/2011
Vacation:	0
Sick:	0
Family Sick:	0
Holiday:	0
Floater:	0
Voluntary Work Reduction:	0
Non-Chargeable:	0
Non-Chargeable Type:	Select ... ▼
Adjustment Reason:	Select ... ▼

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

[Submit Single-Day] | [Cancel]

- A separate pop up box will open (shown above) to enter a single day leave. The from date will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments of .25 days) 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 click on 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 days) then select the non-chargeable type from the drop down selection.
- Click on Submit. After submitting, you will be brought back to your time record you were previously working on. The time off will now appear on your monthly calendar.

Holiday Time Worked			
Holiday Name	**Floater?**	**Observed Date**	**Earned Amount**
Lincoln's Birthday	Y	02/13/2012	1
President's Day	N	02/20/2012	0

- Holiday Time Worked (shown above) - Holiday and Floaters are set according to the campus calendar which is entered by the TAS Facilitator.
- If a holiday is available within the month and not worked, no action is needed. If the holiday was worked, in the earned amount field change 0 to 1 day or in the increment that is appropriate (quarter day increments only). This will automatically update the holiday accrual balance.
- Floater - if you do not work on a day that has been designated as a floater, you would change the earned amount to 0 and therefore would not accrue the day.

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.

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

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 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 disapproved status. You will then be able to make any changes needed 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 – list any existing time off request employee may have pending approval from supervisor.
- ❖ Audit Details – keeps an audit of all add/updates 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.
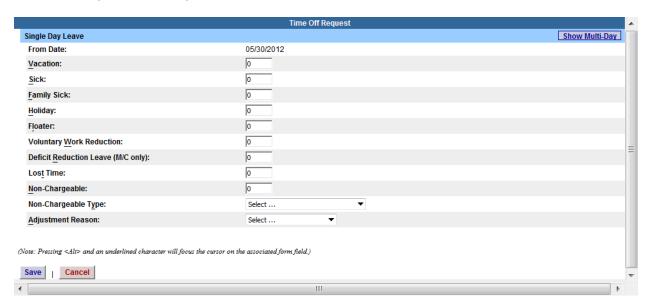
History:

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

To Complete a Time Off Request:

- Select Request Time Off from the menu bar located at the top of the screen (shown above).
- To request time off from your supervisor, double click on the day you wish to request off or update on the calendar.

Time Off Request	
Single Day Leave	Show Multi-Day
From Date:	05/30/2012
Vacation:	0
Sick:	0
Family Sick:	0
Holiday:	0
Floater:	0
Voluntary Work Reduction:	0
Deficit Reduction Leave (M/C only):	0
Lost Time:	0
Non-Chargeable:	0
Non-Chargeable Type:	Select ...
Adjustment Reason:	Select ...

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

Save | Cancel

- A separate pop up box will open (shown above) to enter a single day time off request. The from date will be automatically populated from the date clicked on.
- Enter appropriate number of days (increments of .25 days) 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 click on 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 days) and select the non-chargeable type from the drop down selection.
- Click on SAVE.
- The day/s requested will now appear on your time off request calendar and be listed below under Previously Submitted Leave Requests.

- **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						
	Leave Dates	**Status**	**# of Days**	**Leave Type**	**Reason**	**Date Submitted**	**Date Approved**
○	**11/25/2011-11/25/2011**	Saved	1	Vacation Leave			
○	**03/28/2011-03/31/2011**	Charged	4	Vacation Leave		03/17/2011	04/01/2011
○	**05/30/2011-05/30/2011**	Pending	1	Vacation Leave		05/16/2011	

Submit | Delete

- 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.
- Charged – has been approved and charged to the appropriate monthly time record.

Notes:

- ❖ Time off Request is optional and not 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.
- ❖ To delete time off request click the radio button under previously submitted request and select delete.
- ❖ Employees are unable to submit a time record that has pending time off request. These requests will need to be deleted by the employee and manually entered on to the time record or approved by the supervisor.