The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central text is positioned in the white space between these green elements.

# Time and Attendance System for Student Employees

# Overview of Time and Attendance System (TAS) For Student Employees

- ▶ Sign-in to SUNY HR Portal (<http://www.suny.edu/hrportal>), choosing Canton as your campus. Use existing campus User ID and password.
- ▶ Choose Time and Attendance
- ▶ Choose applicable role based on current employment, i.e. Work Study or Student Assistant
- ▶ Select an Accrual Period (pay period)
- ▶ Enter Time In and Time Out for each day worked, making sure to Save Time record each time.
- ▶ Certify and Submit Time Record to your Supervisor only at the end of the pay period.
- ▶ Sign-out of SUNY Browser (upper right hand corner)

# First Time System Sign-in Information

- ▶ For security reasons your sign-in will be different the first time you enter into the Time and Attendance System. You will be asked for your SUNY ID (which is provided by your supervisor) and your date of birth (DD/MM/YYYY).
- ▶ Once you complete this security procedure, you will not need to verify your information going forward.

# Sign in to SUNY at <http://www.suny.edu/hrportal>

- ▶ As described in the previous slide, the screen will be slightly different your first time signing in, requesting your SUNY ID and DOB. That is a one time security occurrence. Going forward, your entry screen will look like this:



The screenshot shows the SUNY Canton Federated Login Service interface. At the top, the SUNY CANTON logo is displayed. Below the logo, the text "SUNY Canton Federated Login Service" is centered. A light gray box contains the login form with the following elements:

- Instruction: "Type your NetID and password."
- NetID field: A text input box with the label "NetID:" to its left. To the right of the box is the example text: "Example: yourNetID or yourNetID@canton.edu".
- Password field: A text input box with the label "Password:" to its left.
- Sign In button: A button labeled "Sign In" located below the password field.



Once logged into TAS, the home page will be displayed. This includes employee information and employment roles. To begin using TAS, click on “Time and Attendance” tab.

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

Home

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

TAS Home

Name:  Suny ID: 38554  
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**

# Time Record:

Hourly Time Record

Please select a commitment to view the time record

Select	Stack	Group Cont 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	Biology	Jane Smith	
<input type="radio"/>	18	rec sports	05/20/2016 - 08/27/2016	9000870000	13.75	English	Joe Murphy	

Accrual Period

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

If you do not see the right commitment, please contact your supervisor/department

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

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Fri	5/20								0.00
Sat	5/21								0.00
Sun	5/22								0.00
Mon	5/23								0.00
Tue	5/24								0.00
Wed	5/25								0.00
Thu	5/26								0.00
Fri	5/27								0.00
Sat	5/28								0.00
Sun	5/29								0.00
Mon	5/30								0.00
Tue	5/31								0.00
Wed	6/1								0.00
Week 2 Totals									0.00
Total Hours									0.00
Hourly Rate									10
Total Amounts									0.00

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

Choose correct Accrual Period

Enter Time In and Time Out in open fields.

- ▶ If you have multiple commitments, please select commitment stack with appropriate department, supervisor and rate in which you need to enter time worked.
- ▶ Then select the “accrual period” in which you will be entering your time for accrual period status:
  - New – new time record
  - Working – working on time record
  - Pending – submitted to supervisor and awaiting action.
  - Approved – supervisor approved time record
  - Denied – supervisor denied time record
- ▶ Enter the accurate time in/out per day, multiple times a day if needed. Please enter “A” for AM and “P” for PM. Click on Save Time Record after each entry.
- ▶ Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
- ▶ Once your hours of obligation has been completed and entered for the pay period, please check the box certifying the information that has been entered is accurate and then click on submit to supervisor. NOTE: You will receive the pop up message if you navigate away from your time record in which changes were made and not saved or submitted to your supervisor.
- ▶ Once you have submitted your time record to your supervisor, the status will change to pending until approved.
- ▶ Total Hours – total number of hours entered within the pay period.
- ▶ PDF Report - Printable time record.
- ▶ Audit Details of when time records have been submitted and action has been taken.

# Warning/Error Messages within TAS:

## ▶ Warning & Error Messages:

### ▶ Warnings:

- Total work hours across duties exceed 20 hours for Work Study Students.
- Total work hours across duties exceed 29 hours for Student Assistants.
- A break in work hours is required if a work day is longer than 6 hours continuously.
- You have entered only time in for one or more work period(s). Please enter corresponding time out before submitting the time sheet.
- You cannot approve an incomplete timesheet. In one or more of the work period(s), only time-in is entered (for supervisor only).
- You cannot approve or deny an empty timesheet (for supervisor only).
- Payments with overlapping dates exists in this pay period.
- Total payment amount (\$) is close to or exceed the award amount (TAS Payment Roster only). Future phase will show this for student and supervisor as well.

### ▶ Errors:

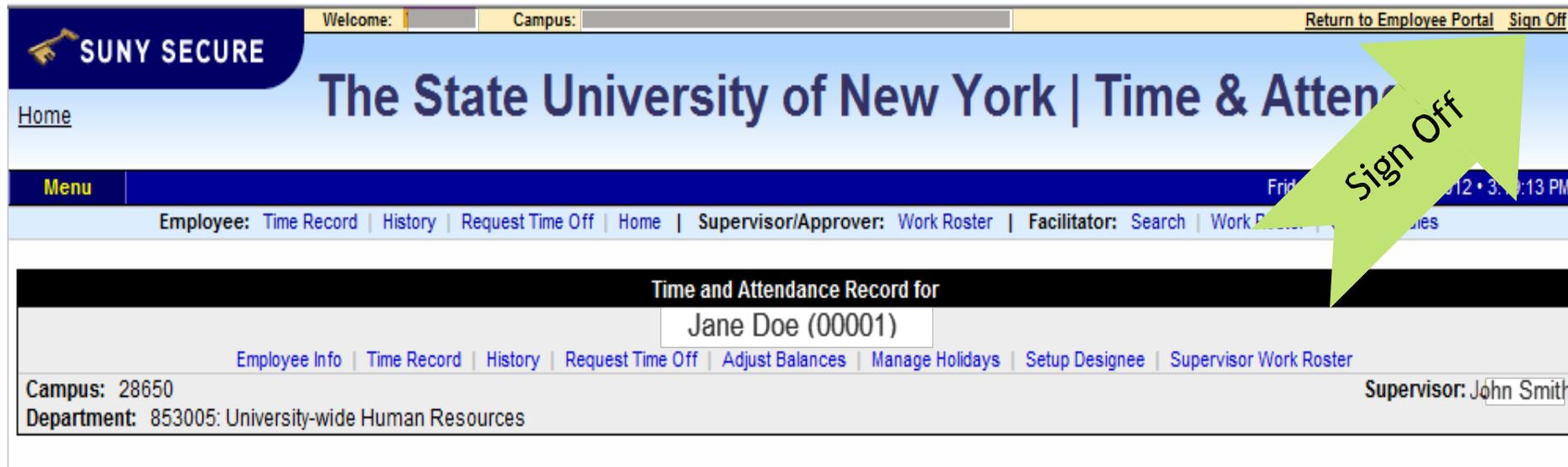
- The fiscal year associated with this timesheet has ended. Please contact your HR Department for payroll processing (for students only).
- Please deny this timesheet. The fiscal year associated with the timesheet has ended. Student employee must contact HR Department for payroll processing (for supervisors only).

# 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 Payroll, you will see the following:
  - *Your Time Record has been disapproved. Please log in to review the denial comments.*

# 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 Secure portal interface. At the top, there is a navigation bar with the SUNY SECURE logo on the left and links for 'Return to Employee Portal' and 'Sign Off' on the right. Below this is a blue header with the text 'The State University of New York | Time & Attendance'. A green arrow labeled 'Sign Off' points to the 'Sign Off' link in the top right corner. The main content area displays 'Time and Attendance Record for Jane Doe (00001)' and includes a menu of options such as 'Employee Info', 'Time Record', 'History', 'Request Time Off', 'Adjust Balances', 'Manage Holidays', 'Setup Designee', and 'Supervisor Work Roster'. At the bottom, it shows 'Campus: 28650' and 'Department: 853005: University-wide Human Resources', along with 'Supervisor: John Smith'.

# Congratulations!

- Once you have entered your current Time and Attendance Information, you have successfully completed the time record. Be sure to Save each time you input your hours worked.
- **Supervisors**, there are a few more slides about the process for approving time records for your student employees.

# Time and Attendance System (TAS)

Student Employee Supervisors

# Overview of Monthly Time and Attendance Process for Supervisors

- ▶ Sign in to SUNY HR Time and Attendance
- ▶ Select “Supervisor/Approver: Work Roster”
- ▶ View Pending Time Record Section
- ▶ Select “Details” to view employee’s time record. **Carefully review for accuracy.**
- ▶ “Approve” or “Deny” time record. (Denials require comments)

# Sign in to SUNY at: <http://www.suny.edu/hrportal>

- ▶ Sign-in to SUNY HR Portal, choosing Canton as your campus. Use existing campus User ID and password.



The screenshot shows the SUNY Canton Federated Login Service interface. At the top, the SUNY logo is displayed above the word "CANTON" in a blue box. Below this, the text "SUNY Canton Federated Login Service" is centered. A light gray box contains the sign-in form with the following elements:

- Text: "Type your NetID and password."
- Label: "NetID:" followed by a text input field.
- Text: "Example: yourNetID or yourNetID@canton.edu" (positioned to the right of the NetID field).
- Label: "Password:" followed by a text input field.
- Button: "Sign In" (located below the password field).

← USER ID and Password

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

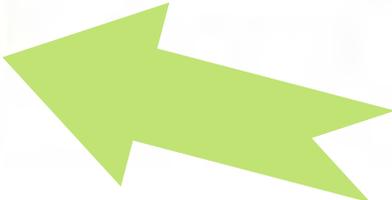
Name:  Suny ID: 38554  
Local Campus ID:

**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**



# Supervisor Work Roster

**Supervisor Pending Approvals**

Supervisor(Designee): [Name] (45)

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

**Pending Leave Requests**

[No Pending Leave Requests.]

**Pending Time Records Approvals**

Hourly Employee	Neg. Unit	Acc. Per.	Hourly Rate	Hours Worked
Joe Smith (987654)	71		9.75	16

[Details] [History]

**Employee Roster**

Employee	Title	Next Timesheet Date	Actions
Judith Doe (12345)	Senior Personnel Associate	07/01/2016	[Employee Info] [Time Record] [History] [Request Time Off]

**Commitment Stack**

Select	Stack	Group	Effective - End Date	Account	Rate	Department	Supervisor	Duties
<input checked="" type="checkbox"/>	4	1485	07/01/2016 - 06/30/2017	0000780000	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	02:00p	04:00p			2.00
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	08:00a	12:00p			4.00
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**

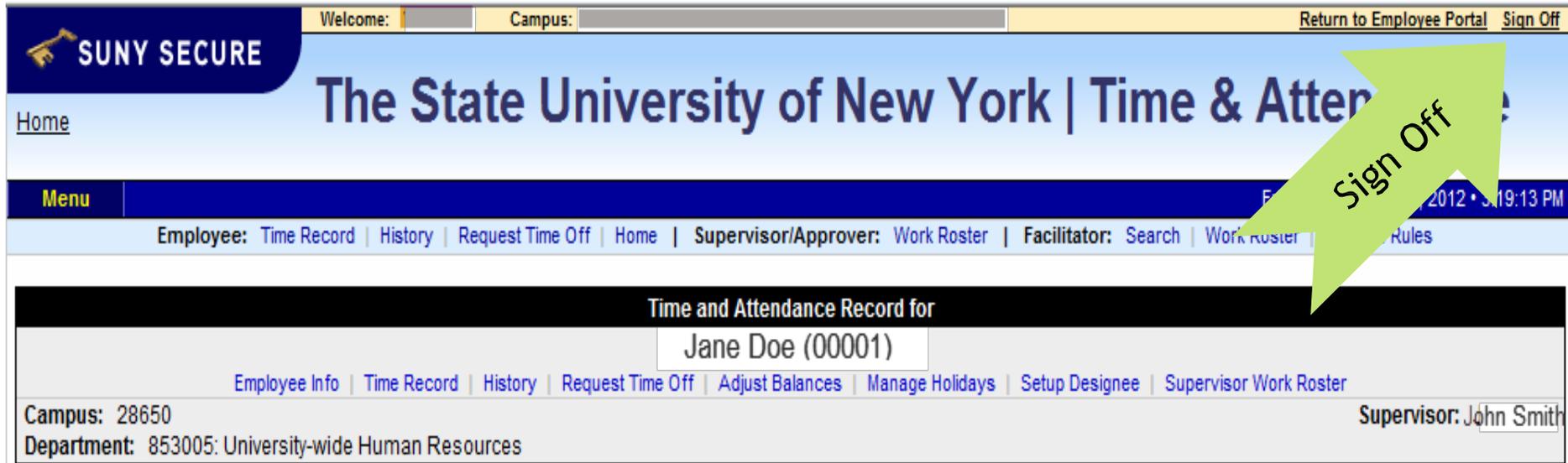
[Approve] [Deny]

**Audit Details**

Action Type	Created Date	Created By User	Modified Date	Modified By User
-------------	--------------	-----------------	---------------	------------------

- ▶ Click on “Work Roster”, to view pending time records for your employees.
- ▶ 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
- ▶ Select “Details” under Pending Time Records Approvals to view which time record to take action on.
- ▶ 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.
- ▶ 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.
- ▶ Once action has been taken, the pending time record will be removed from the work roster.
- ▶ If approved, the time record will change to an approved status under the accrual pay period drop down.
- ▶ If Denied, the time record will show as denied with required comments for the employee to correct as necessary and resubmit to supervisor.
- ▶ 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.

# Sign out of the SUNY browser and CLOSE



The screenshot shows the SUNY Time & Attendance portal interface. At the top, there is a navigation bar with the SUNY SECURE logo on the left and links for 'Return to Employee Portal' and 'Sign Off' on the right. Below this is a blue header with the text 'The State University of New York | Time & Attendance'. A green arrow labeled 'Sign Off' points to the 'Sign Off' link in the top right corner. Below the header is a menu bar with various options like 'Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Rules'. The main content area is titled 'Time and Attendance Record for Jane Doe (00001)' and includes links for 'Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster'. At the bottom, there is a section for 'Campus: 28650' and 'Department: 853005: University-wide Human Resources', along with 'Supervisor: John Smith'.

Welcome:  Campus:  [Return to Employee Portal](#) [Sign Off](#)

**SUNY SECURE**

[Home](#) **The State University of New York | Time & Attendance**

**Menu** [Employee: Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | [Supervisor/Approver: Work Roster](#) | [Facilitator: Search](#) | [Work Roster](#) | [Rules](#)

**Time and Attendance Record for**  
**Jane Doe (00001)**

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Designee](#) | [Supervisor Work Roster](#)

**Campus:** 28650 **Supervisor:** John Smith  
**Department:** 853005: University-wide Human Resources

# Finding Student's SUNY ID

- ▶ To find the Student's SUNY ID, you would follow the same directions as you would to get to your supervisor work roster.
- ▶ After the student's name is a number in parenthesis, that is the student's SUNY ID.

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 Pending Approvals Roster

Supervisor(Designee): Jane Doe (12345)

Notes: As submitted at 10:15:14 AM

- Time records must be approved in chronological order.

#### Pending Leave Requests

[No Pending Leave Requests.]

\* - Estimated Pst-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.

[Submit](#) | [Reset](#)

#### Pending Time Records Approvals

Hourly Employee	Neg. Unit	Accrual Period	Hourly Rate	Hours Worked
Joe Smith (987654) <a href="#">Details</a>   <a href="#">History</a>	71	07/01/2016-07/13/2016	9.75	16

[Submit](#) | [Reset](#)

**SUNY ID**

# Thank You!

- ▶ For questions or concerns please contact Sue Robert or Natasha Flanagan at:
  - ▶ [robertsue@canton.edu](mailto:robertsue@canton.edu)
  - ▶ [flana110@canton.edu](mailto:flana110@canton.edu)
  - ▶ 315-386-7012
  - ▶ Payson Hall 202