



# SUNY DOWNSTATE Medical Center

## **Downstate Medical Center's Electronic Time and Attendance Training Module**

### **Monthly Process for All Employees**



# OVERVIEW OF THE MONTHLY PROCESS - ALL EMPLOYEES

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## Record Time Off Work

- Any time you did not report to work should be reflected on the Calendar view in quarter day increments (.25, .50, .75 OR 1.0)
- THEN SAVE

## Credit Your Holidays

- Give yourself credits for any Holidays worked. (Depending on contract affiliation and individual work schedule.)
- THEN SAVE

## Certify and Submit

- Certify (Your Electronic Signature)
- Submit to Supervisor
- Log-off AND Close Browser



# ACCESS TO SUNY HR WILL BE FOUND AT:

**SUNY Downstate Medical Center**

Find A Physician | Home | Library | myDownstate | Newsroom | A-Z Guide | E-mail | Contact Us | Directions

Search  Go Advanced Search Phone Directory

- SUNY Downstate
- Education
- Research
- University Hospital
- Patient Information
- Find a Physician
- University Physicians of Brooklyn - UPB
- Student Life & Services
- Prospective Students
- Faculty
- Alumni
- Administration
- Community
- About SUNY Downstate
- News & Events
- Library
- Computing
- Employment
- Self Service

### MyDownstateCare Universal Health Record

Access your medical information online

## Downstate's Patient Portal Launches!

Patients in University Hospital of Brooklyn now have secure online access to their health information.

MyDownstateCare is available to Emergency Room, Ambulatory Surgery, and Inpatients, and will soon expand to all patients.

[Find out more »](#)

**CLICK HERE**

### MyDownstateCare Universal Health Record

## Middle States Accreditation

[Events Calendar](#)  
[View All](#)

Dr. Robert Furchgott, 1998 Nobel Prize Winner 1916-2009

- Medical Students Excel in Annual National Residency Match Day
- Disorder Research Led by SUNY Downstate's Dr. Jeremy Coplan Suggests Early Life Stress May Cause Excess Serotonin Release Resulting In A Serotonin Deficit Where the Brain Needs It Most
- Animal-to-Human Transmission of Ebola Virus Appears Tied to Increasing Human Population Density in Forested Regions, Say SUNY Downstate Researchers
- Ethical Issues Surrounding the Control of Ebola by the U.S. to Be Explored at SUNY Downstate December 4



# RECOVER YOUR SUNY ID:

Home > Self Service

SUNY Downstate Medical Center

## Human Resources Self Service

### SUNY Employee Services Portal Login

**Start Using**

How to Log in

How to Change Ac

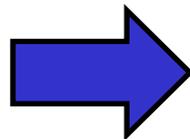
Before using Link below, please make sure you are able to open your Lotus Mail using E-mail link on top of this page.

If you are logging in for the first time, you will need to obtain your SUNY ID by clicking [here](#)

[SUNY S](#)

**CLICK  
HERE**

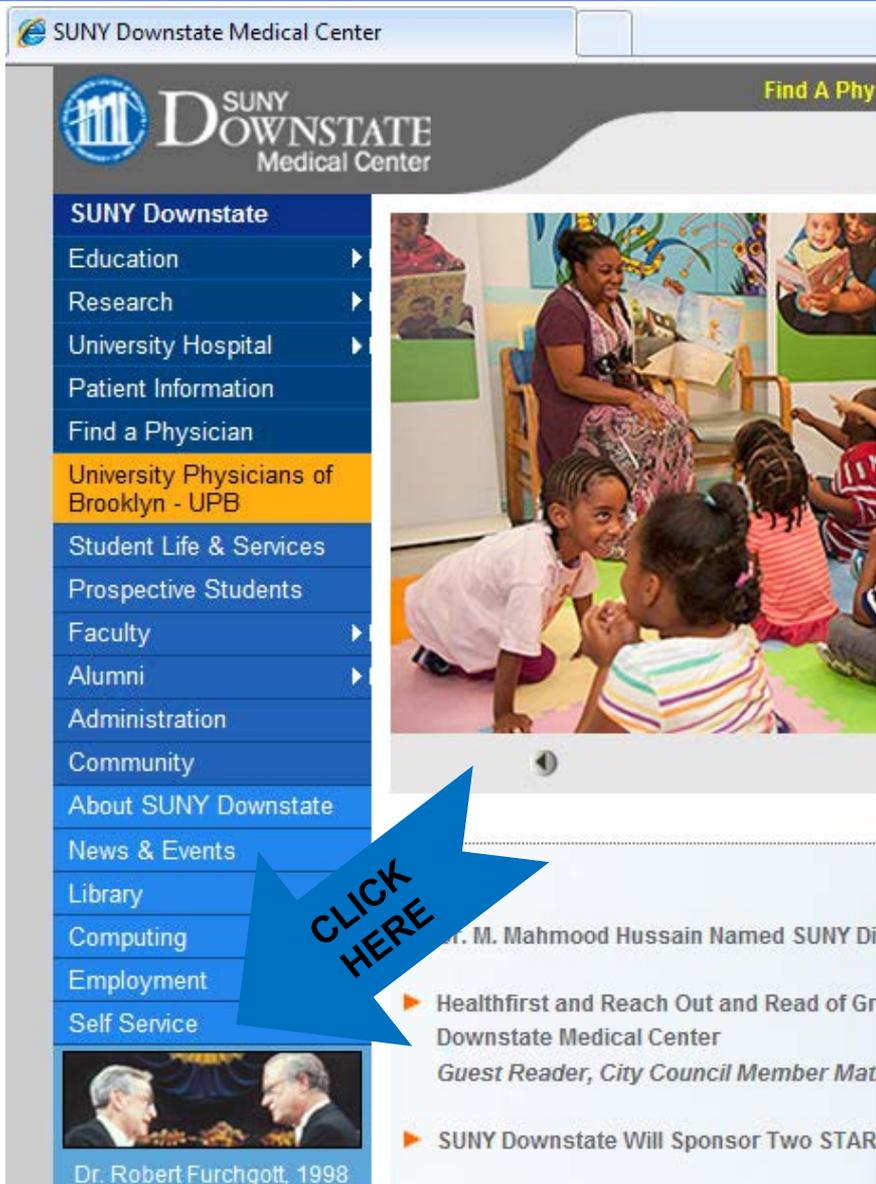
You will be redirected to the Downstate web site to SUNY Central Secure Login Portal.



File Edit View Favorites Tools Help	
<b>Please Enter:</b>	fill in all fields
Your LAST NAME	<input type="text"/>
SSN LAST 4 digits	<input type="text"/>
DAY of the month you were born	<input type="text"/>
<b>Name of a person who =&gt;</b>	<b>approves your Timesheet</b>
Last Name	<input type="text"/>
First Name	<input type="text"/>
<input type="button" value="Enter"/>	
YOU SUNY ID # WILL APPEAR HERE	



# ACCESS TO SUNY HR WILL BE FOUND AT:



SUNY Downstate Medical Center

**SUNY DOWNSTATE**  
Medical Center

Find A Phy

- SUNY Downstate
- Education
- Research
- University Hospital
- Patient Information
- Find a Physician
- University Physicians of Brooklyn - UPB**
- Student Life & Services
- Prospective Students
- Faculty
- Alumni
- Administration
- Community
- About SUNY Downstate
- News & Events
- Library
- Computing
- Employment
- Self Service**

Dr. Robert Furchgott, 1998

Dr. M. Mahmood Hussain Named SUNY Di

- Healthfirst and Reach Out and Read of Gr Downstate Medical Center  
*Guest Reader, City Council Member Mat*
- SUNY Downstate Will Sponsor Two STAR

SUNY Downstate Medical Center

## Human Resources Self Serv

### SUNY Employee Services Portal Login

[Start Using](#)

[How to Log in](#)

[How to Chang](#)

Before using Link below, please make sure you are able to open your Lotus Mail using E-mail link on this page.

[SUNY Secure Login](#)

You will be redirected from the Downstate web site to SUNY Central Secure Login Portal.

CLICK HERE



# ACCESS TO SUNY HR WILL BE FOUND AT:

<http://www.suny.edu/time>

Suggested Bookmark

First, you will encounter a  
Sign-on Screen

**SUNY SECURE Sign On**

Please select your campus, then enter the appropriate credentials below.  
\* Required Fields

Campus:\* Downstate Medical  
User ID:\* JANE.DOE  
Password:\*  
Remember me?   
Login

**UNAUTHORIZED ACCESS PROHIBITED**  
Copyright © 2012 The State University of New York. All RIGHTS Reserved.  
Contact Us :: [WEB ACCESSIBILITY](#) :: [Privacy Policy](#)

Enter  
Downstate User ID  
(First Name DOT Last Name)

Enter  
Downstate Lotus Notes  
EMAIL Password



# CLICK ON THE "HUMAN RESOURCES SYSTEMS" TAB

**SUNY SECURE**  
**Employee Services Portal**

**Business Systems Applications** | E-Business Services | Enrollment Management | Specialty Websites | More

[Finance & Management Systems](#)  
[Human Resource Systems](#)  
[IDL Inquiry Form](#)  
[SMRT - SUNY Management Resources](#)

**Training/Presentation Materials**

- Data Transfer System – SUNY Emergency Alert**  
[Presentation Materials - Demonstrations - Documents](#)
- University Systems Strategic Business Plan**  
[SUBOA Working Committee Status Meetings](#)
- Finance and Management**  
[SMRT Training Document](#)  
[Web/Legacy Training Documents and Procedures](#)  
[Finance BI Training Template](#)
- Institutional Research**  
[Academic Programs Enterprise System \(APES\) Campus View Demonstration](#)  
[Data Transfer System \(DTS\) Demonstration](#)  
[Institutional Research SUNY Management Resource Tool \(SMRT\) Demonstration](#)  
[SUNY Business Intelligence Initiative \(SBII\) Dashboard Basics Training](#)
- Security**  
[Security Administration Tool Manual](#)  
[Security Administration Tool Web Training](#)

**Employee Directory**

The online directory provides the ability to search for employees in the SUNY Campus Directories.

[SUNY Campus Directories](#)

Enter one or more search criteria.

Last Name:

First Name:

Begins with     Contains

(Results open in a new window)



# TO ENTER, CLICK ON THE “TIME AND ATTENDANCE” TAB

Welcome: MDEANE Campus: 28100 - Downstate Medical [Return to E](#)

 **SUNY SECURE**

[Home](#) **The State University of New York|HR Home**

**SUNY Human Resources for: Martin Deane** SUNY **135188**  
NYS ID N01596122

Self Service

 [Time and Attendance](#)  [View Paycheck](#)  [Update Address](#)

Notifications

- Your pay stub can be viewed through the “View Paycheck” feature as of the Monday preceding pay day.
- You address can also be updated through this feature.



# SUNY HR SECYRE SIGN-ON SCREEN

- Next, you may come to a
- One-time Security Screen

## Security Questions



Workflow  
Finance  
Human Resources

In order to ensure your identity matches your information before being allowed to access personal data, we require that the following questions be answered:

Please contact your Human Resources office with any questions regarding the information required below.

First Name

Last Name

SUNY ID(not your SSN, ID provided by HR)

Date of Birth (in MM/DD/YYYY format)

User Name

I certify that the above is my correct personal identification information

Submit Answers

**For security reasons your sign-in may be different the first time you enter the Time and Attendance System -  use the SUNY ID provided by HR for the third question.**



# CLICK ON THE "TIME AND ATTENDANCE" TAB AGAIN

 **SUNY SECURE**    Welcome: MDEANE    Campus: 28100 - HSC AT BROOKLYN    [Return to Employee Portal](#)    [Sign Off](#)

## Time & Attendance System

[Home](#)

**Menu**    Monday, March 10, 2014 • 12:58:26 PM

TAS Home

**Name:** Martin J Deane    **Suny ID:** 135188  
**Local Campus ID:**

### Employment Roles

	Status	Role Type	Effective Dates
	<span style="border: 1px solid green; padding: 2px;">Current</span>	Regular State Employee	12/06/2004 - [No End Date]

Displaying single result.

[Time and Attendance](#)



# NEXT, SELECT MONTH(ACCRUAL PERIOD)

Employee Info | Time Record | History | Request Time Off | Adjust Balances | Manage Holidays | Setup Designee | Supervisor Work Roster  
 Campus: 28100 Department: 853050: Purchasing Supervisor: ALAN DZIJA

## Accrual Period

January 2014 ~ Pending

Current Month (or Accrual Period) Comes Up Automatically

The status of any given month is reflected here in the above drop-down:

**Working:** Open for you to make entries

**Pending:** Submitted to your supervisor

**Approved:** Reflected once Supervisor has signed-off

Sick*	Family Sick Used	Voluntary Reduction	Lost Time	Holiday		Time	Non-Chargeable Reason
				Floater	Regular		
175.25	0		0	1	0	0	
0.0	0.0	0.0	0.0	0.0	0.0	0.0	
175.25			0	1.0			
1.75	0.0	0.0	0.0	0.0	0.0	0.0	
0.0	0.0	0.0	0.0	0.0	0.0	0.0	
177.00				1.0			

Double-click a day to add or update an Accrual Charge

Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23 Vacation Leave	24 Vacation Leave	25
26	27	28	29	30
			31	

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



# A FEW NOTES ABOUT ACCRUAL BALANCES

## Accrual Period

January 2014 ~ Pending

Change Period

## Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Lost Time	Holiday		Non-Chargeable	
						Floater	Regular	Time	Reason
Beginning	32.25	175.25	0		0	1	0	0	
Charged	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Sub-Total	30.25	175.25			0	1.0			
Earned	2.75	1.75	0.0	0.0	0.0	0.0	0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Ending	33.00	177.00							

\* Includes family sick leave balance

## Time Charged

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Accrual Charge
			1		3	4	
5	6		8		10		
12	13		15		17		
19	20		22		24		
26	27		29		31		

30 days contractual Family Sick Leave Tracked Here, Deducted from Sick. Family Sick charges relate to the medical care of a direct family member.

Floater PLUS Regular EQUALS Your Holiday Total

Non-Chargeable Time ( Such as conferences, jury duty, off-site meetings, etc.) Tracked Here, Not Deducted



# ENTER CHARGES FOR VACATION, SICK, OR OTHER. THEN SAVE!

Employee Time Record for January 2014

Accrual Period: January 2014 ~ Pending

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Lost Time	Floater	Holiday	Regular	Time	Non-Chargeable Reason
Beginning	32.25	175.25	0		0	1		0		
Charged	2.0	0.0	0.0	0.0	0.0	0.0		0.0		
Sub-Total	30.25	175.25			0	1.0				
Earned	2.75	1.75	0.0	0.0	0.0	0.0		0.0		
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0		0.0		
Ending	33.00	177.00				1.0				

\* Includes family sick leave balance

Time Charged: January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13			16	17	
19	20			23 Maternity Leave	24 Vacation Leave	
26	27			30	31	

S - Sick Time Off Request.  
 P - Personal Time Off Request.  
 A - Approved Time Off Request.

Additional Comments:

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

1) Enter Charges for Time Used

Any time away from work, when you are scheduled to be working, should be reflected on the monthly calendar view.

Quarter-day increments **ONLY** may be used:

.25  
.50  
.75

2) Then Save



# A) VIEW OF SUB-MENU PRODUCED BY CLICKING ON INDIVIDUAL CALENDAR DATES –

## SINGLE-DAY ENTRIES

Time Record Posting

Single Day Leave [Show Multi-Day](#)

From Date:	01/21/2014
<u>V</u> acation:	<input type="text" value="0"/>
<u>S</u> ick:	<input type="text" value="0"/>
<u>F</u> amily Sick:	<input type="text" value="0"/>
<u>H</u> oliday:	<input type="text" value="0"/>
<u>F</u> loater:	<input type="text" value="0"/>
Voluntary <u>W</u> ork Reduction:	<input type="text" value="0"/>
<u>D</u> eficit Reduction:	<input type="text" value="0"/>
Lo <u>s</u> t Time:	<input type="text" value="0"/>
<u>M</u> ilitary Leave:	<input type="text" value="0"/>
<u>N</u> on-Chargeable:	<input type="text" value="0"/>
Non-Chargeable Type:	Administrative Leave
<u>A</u> Adjustment Reason:	Select ...
Comments (c) :	<input type="text"/>

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

|

**CLICK HERE to CHANGE to MULTI-DAY VIEW**

**SINGLE DAY VIEW**

**Single Day Entry:** Best used for absences of 1 day or less (.25, .50, or .75)

**Multi-Day Entry:** Best used for absences of two or more days, for the same reason code and within the same month.



## B) VIEW OF SUB-MENU PRODUCED BY CLICKING ON INDIVIDUAL CALENDAR DATES –

### MULTIPLE DAY ENTRIES, SAME REASON CODE

Time Record Posting

Multiple Day Leave **MULTI-DAY VIEW** **CLICK HERE to CHANGE to SINGLE DAY VIEW** [Show Single-Day](#)

From Date: 06/2014

\* To Date (2):  (mm/dd/yyyy)

\* Charge Per Day (0-1.0):

\* Accrual/Leave Type:

Adjustment Reason:

Comments (c):

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

|

**Single Day Entry:** Best used for absences of 1 day or less (.25, .50, or .75)

**Multi-Day Entry:** Best used for absences of two or more days, for the same reason code and within the same month.



# ENTER CREDITS FOR ANY HOLIDAYS WORKED—

**IF YOU DID NOT WORK THE HOLIDAY, NO ACTION IS REQUIRED THEN SAVE!**

Employee Time Record for January 2014

Accrual Period: January 2014 ~ Pending

Name	Vacation	Sick*	Family Sick	Voluntary	Lost	Holiday	Regular	Time	Non-Chargeable	Reason
Beginning	32.25	175.25					0	0		
Charged	2.0	0.0					0.0	0.0		
Sub-Total	30.25	175.25								
Earned	2.75	1.75					0.0	0.0		
Adjustments	0.0	0.0					0.0	0.0		
Ending	33.00	177.00								

\* Includes family sick leave balance

Time Charged: January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					3	4
5	6				10	11
12	13	1			17	18
19	20	2			24	25
26	27	2			Vacation Leave	
					31	

Double-click a day to add or update an Accrual Charge

Time Record: [No Comments]

Additional Comments:

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

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

Submit To Supervisor | Save Time Record | Cancel/Return to Home

The system does not automatically enter Holiday credits, ***if you work a Holiday*** please enter the accrual and then 'SAVE.'

(As a rule: Full-time enter "1", Part-time is dependent on work schedule and/or percentage of time worked.)

**2) THEN SAVE**

**1) ENTER CREDIT DUE FOR EACH HOLIDAY WORKED**



# ABOUT "TIME RECORD COMMENTS"

Employee Time Record for January 2014

Accrual Period  
 January 2014 ~ Pending

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Lost Time	Floater	Holiday	Regular	Time	Non-Chargeable Reason
Beginning	32.25	175.25	0							
Charged	2.0	0.0	0.0	0.0						
Sub-Total	30.25	175.25								
Earned	2.75	1.75	0.0							
Adjustments	0.0	0.0	0.0							
Ending	33.00	177.00								

\* Includes family sick leave balance

Time Charged  
 January 2014

Sunday	Monday	Tuesday	Saturday
			4
5	6	7	11
12	13	14	18
19	20	21	25
26	27	28	

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

Time Record Comments  
 [No Comments.]

Additional Comments:

Earned Amount

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

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

**Part Timers:** Use this box to indicate your set schedule. (Mandatory for calculation of holidays earned.)

**All Employees:** Use this box to indicate any items you'd like noted on your record for your supervisor or for audit purposes. (Examples might be Advocacy Day, Conferences, Dental Appointments, etc.)



# LAST STEPS:

**REVIEW ENTRIES FOR ACCURACY, CERTIFY (SIGN), AND LASTLY, SUBMIT TO SUPERVISOR.**

1) REVIEW  
YOUR ENTRIES  
for ACCURACY

Employee Time Record for January 2014

Accrual Period  
January 2014 ~ Pending

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Lost Time	Floater	Holiday	Regular	Time	Non-Chargeable Reason
Beginning	32.25	175.25	0		0	1		0	0	
Charged	2.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	
Sub-Total	30.25	175.25			0	1.0				
Earned	2.75	1.75	0.0	0.0	0.0	0.0		0.0	0.0	
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	
Ending	33.00	177.00				1.0				

Includes family sick leave balance

Time Charged Double-click a day to add or update an Accrual Charge

January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14				
19	20	21				
26	27	28				

S - Saved Time  
P - Pending  
A - Approved

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

2) CERTIFY

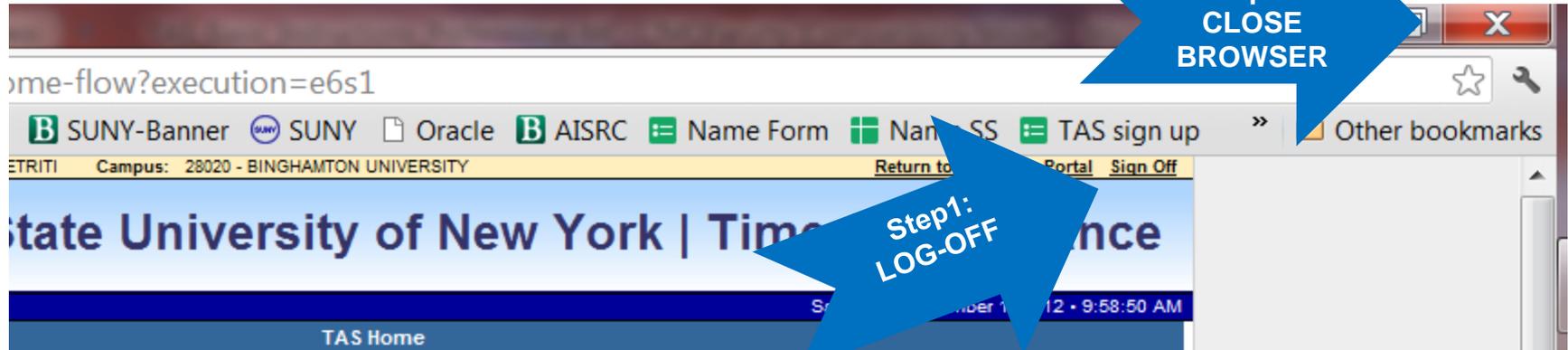
**NOTE:** THE SYSTEM WILL NOT ALLOW SUBMISSION OF A MONTH UNTIL YOUR SUPERVISOR HAS APPROVED THE PREVIOUS MONTH.

3) SUBMIT



# **SIGN OUT OF THE SUNY BROWSER *AND* CLOSE.**

**CURRENT USER STAYS SIGNED-IN FOR UP TO 20 MINUTES.** To ensure your privacy and system security, in addition to “Signing Off,” you will also need to “X” out of the SUNY browser. (You can do this by clicking on the box in the upper right hand corner of your screen).



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# ***OPTIONAL FEATURES AND NOTES***



# SUPERVISOR'S OPTION: ELECTRONICALLY REQUESTING TIME OFF

Time and Attendance  
 March 2014  
 Campus: 28100  
 Department: 8500  
 Request Time Off  
 Designee  
 Supervisor Work Roster  
 Supervisor: ALAN DZIJA

**REQUEST TIME OFF Selection**

**Click on TIME RECORD to return to the MAIN SCREEN**

**Time Off Request**

	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Lost Time	Floater	Holiday	Regular
	32.25	175.25	0			1		0
Request* (on 04/30/14)	38.25	182.25	0.0	0.0	0.0	1.0		0.0

*Part-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

March 2014 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11				
16	17	18				
23	24	25				
30	31					

This feature is to be used or not, at the discretion of individual supervisors.

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



# WHEN USING THIS OPTIONAL FEATURE, REMEMBER TO “SUBMIT” YOUR REQUEST

Time Off Request			
Entitlement Balances			
Name	Vacation	Sick*	Family Sick Used
Current	32.25	175.25	0
Post-Request* (on 04/30/14)	38.25	182.25	0.0

\* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect actual balances.

Existing Time Off Requests			
March 2014			
Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
	31		

S... Request.  
 P... Off Request.  
 A... Off Request.

Previous Leave Requests			
Select	Status	# of	Leave Type
<input type="checkbox"/>	Saved		Holiday Float Le

Additional Comments:

- Once an employee has submitted a request to their supervisor, it will reflect on their calendar with a “P” for pending.
- Once the supervisor has approved the request, it automatically populates on the employee’s screen without the “P,” without the need to re-enter the time.
- Changes, additions, deletions can be made at any point, this isn’t a “contract.”
- Be aware that *unresolved* requests can prevent your successful monthly-time record submittal.



# ABOUT FLOATERS

**NEW WAY OF THINKING: “Y” and “N” indicators ARE **NOT** ASKING IF YOU DID OR DID NOT WORK and no action is required on your part, other than entering your earned Holiday credits (if you worked).**

No Action Needed  
for Floaters “Y” or  
“N”

## Holiday Time Worked

Holiday Name	Floater?	Observed Date	Earned Amount
Lincoln's Birthday	Y	02/12/2014	<input type="text" value="1"/>
Washington's Birthday	N	02/17/2014	<input type="text" value="0"/>

If you worked on the day of the Floater –  
change the “1” to a “0”  
but  
if you took your floater after it was earned  
– no action is required.

If you worked on a Holiday change  
the “0” to a “1”  
but  
if did not work the Holiday – no  
action is required.



## ABOUT E-MAIL NOTIFICATIONS

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- You will receive system-generated e-mail reminders from [noreply@suny.edu](mailto:noreply@suny.edu) to remind you when you have an item(s) that requires your attention (such as a time sheet due).
- Please sign-in to the system and take care of any pending items.
- ***If left unresolved, your pending items will generate email reminders to your supervisor, continuing up a level of supervision until item is resolved.***



# ***ABOUT LEAVE DONATIONS***

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## **FOR THOSE DONATING VACATION DAYS:**

- Your generous Leave Donations will continue to be administrated through Human Resources, following the current process.
- Upon receipt of your Leave Donation Form, a member of the TAS Team will make the necessary electronic transactions.



## **ADDITIONAL COMMENTS:**

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**IF YOU RECEIVE OVER TIME**

**YOU MUST:**

- COMPLETE SECTION 2 ON A PAPER TIME SHEET**
- GET APPROPRIATE SIGNATURES REQUIRED AND**
- SUBMIT THE PAPER COPY OF YOUR TIME SHEET TO PAYROLL**

**PLUS**

**YOU MUST COMPLETE THE ONLINE TIME SHEET**



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## ***Questions?***

***Martin Deane – AVP Materials Management***

***x-3199***

***Marty.Deane@Downstate.edu***

***For Accrual Discrepancies***

***contact Payroll x- 1139***

