

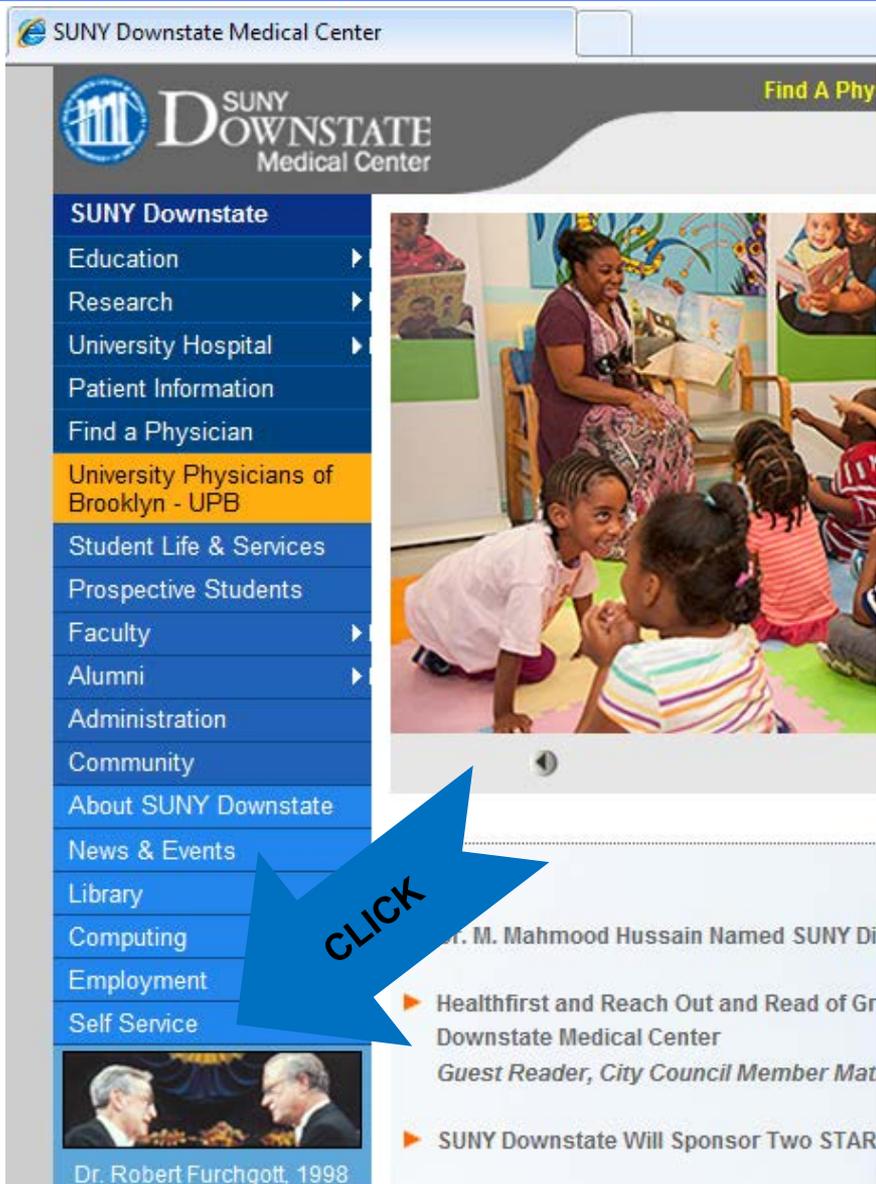


SUNY DOWNSTATE Medical Center

Downstate Medical Center's Electronic Time and Attendance Training Module Monthly Process for Supervisors



ACCESS TO SUNY HR WILL BE FOUND AT:



SUNY Downstate Medical Center

SUNY DOWNSTATE
Medical Center

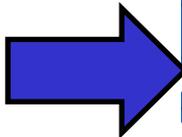
Find A Phy

- 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.



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. [Help](#)

* 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 Lotus Notes
User ID and 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 System](#)
[Human Resource Systems](#)
[IDL Inquiry Form](#)
[SMRT - SUNY Management Resource Tool](#)

Training/Presentation Materials

Data Transfer System – SUNY Emergency Management System
[Presentation Materials - Demonstrations](#) [Presentations](#)

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](#)

SUNY Web Site Content Management
[OmniUpdate Web-based Training](#)
[Web Navigation Application 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.



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
	Current	Regular State Employee	12/06/2004 - [No End Date]

Displaying single result.

[Time and Attendance](#)



NEXT, SELECT WORK ROSTER

[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

Employee Time Record for January 2014



Accrual 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				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	15	16	17	18
19	20	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



SUPERVISORS WILL HAVE A "WORK ROSTER"

SELECTION TO VIEW AND APPROVE THE ELECTRONIC RECORD STATUS OF DIRECT REPORTS.

Menu Wednesday, March 25, 2015 • 2:18:08 PM

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

Supervisor Pending Approvals Roster
Supervisor(Designee): Martin J Deane (100100)

Notes: As submitted at 2:08:52 PM



- Time records must be approved in chronological order."

Pending Leave Requests

Unclassified Employee	Neg. Unit	Requested Leave Dates	# of Days	Charge Per Day	Charge Type	Post-Request Balance*	Approve	Approval Deny	Postpone
Brian	08	04/06/2015	1	1 Day	Vacation Leave	33.6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Brian	08	04/10/2015	1	1 Day	Vacation Leave	32.6	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Victor	08	02/13/2015	1	1 Day	Vacation Leave	33.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Victor	08	02/17/2015 - 02/24/2015	6	1 Day	Vacation Leave	27.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Victor	08	02/25/2015 - 02/27/2015	3	1 Day	Sick Leave	199.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



* - 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.

Pending Time Records Approvals

Unclassified Employee	Neg. Unit	Accrual Period	Time Charged (Days)				Other	Approve	Approval Deny	Postpone
			Vacation	Sick	Holiday					
	08	February 2015	0	2.5	0.5	0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	13	February					<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	08	January					<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	



For PENDING TIME APPROVALS OR LEAVE REQUESTS – Supervisors should select an action: APPROVE, DENY, OR IGNORE. THEN SUBMIT.

|



SUPERVISORS WILL HAVE A “WORK ROSTER”

SELECTION TO VIEW AND APPROVE THE ELECTRONIC RECORD STATUS OF DIRECT REPORTS.

Employee Roster				
Current Employees	Employee	Title	Next Timesheet Date	Actions
	Richard [...]	Senior Staff Associate	02/01/2015	[Employee Info Time Record History Request Time Off]
	Maureen [...]	Associate	03/01/2015	[Employee Info Time Record History Request Time Off]
	Diane [...]	Associate	03/01/2015	[Employee Info Time Record History Request Time Off]
	Joanna [...]	Assistant	03/01/2015	[Employee Info Time Record History Request Time Off]
	Cartier [...]	Manager	01/01/2015	[Employee Info Time Record History Request Time Off]
	Maria [...]	Staff Associate	03/01/2015	[Employee Info Time Record History Request Time Off]
	Brian [...]		03/01/2015	[Employee Info Time Record History Request Time Off]
	Donna [...]	College Accountant	02/01/2015	[Employee Info Time Record History Request Time Off]
	Victor [...]	Staff Assistant	01/01/2015	[Employee Info Time Record History Request Time Off]

Employee List – Contact HR for any corrections.

Supervisor Desinee Roster

If an employee is missing from your Work Roster or should not be on your work roster you must Contact HR for Corrections



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).

