



SUNY DOWNSTATE Medical Center

Downstate Medical Center's Electronic Time and Attendance Training Module

Biweekly Process for CSEA



ACCESS TO SUNY HR WILL BE FOUND AT:

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 Opportunities
 Self Service

Dr. Lori A. Escallier Joins SUNY Downstate as Dean of the College of Nursing
 Learn more...

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

Human Resources Self Service

SUNY Employee Services Portal Login

Start Using | How to Log in | Changing Address | Time and Attendance

SUNY Secure Login

You will be redirected from the Downstate web site to SUNY Central Secure Login Portal.
 If you need to obtain your SUNY ID, click [HERE](#).
 If you need to obtain your NetID, click [HERE](#).

NOTE

The Self Service modules are:

TAS (Time and Attendance) – No more paper time sheets!
 Schedule your vacations, put in your sick leave, get your supervisor's approval, get e-mail notifications- all online.
Questions? Click tab above for Time and Attendance FAQ.

View Paycheck – available to all employees. Paycheck information will be displayed on the Monday before paychecks are distributed. The paycheck views contain the same information as your hard copy pay-stub that is issued each payday. The printed screenshots should be useable by any financial institution requiring copies of your recent payroll records. Hard copy pay-stubs will continue to be distributed to all employees.

Update Address – This option can be used as an alternate method of notifying HR and Payroll of an address change. If this feature is used, the Personnel Data Update Form no longer needs to be completed and submitted to HR or Payroll for address changes. Once the self-service address change is accepted, a statement identifying other vendor services contact information will be available. You must separately notify your Union and all other retirement and insurance providers of your address change.



ACCESS TO SUNY HR WILL BE FOUND AT:

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

Suggested Bookmark

First, you will encounter a Sign-on Screen

DOWNSTATE
NetID

Web Login

Username:

Password:

Sign in



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

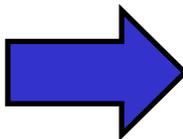
Before using Link below, please make sure you are able to open your Lotus Mail using E-mail link on top of this page.

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.



Please fill in all data fields and click Enter.

Your LAST NAME	<input type="text"/>
Your SSN LAST 4 digits	<input type="text"/>
DAY of the month you were born	<input type="text"/> e.g. 25 as in 09/25/1981

Name of a person authorized to approve your Timesheet.

Last Name	<input type="text"/>
First Name	<input type="text"/>

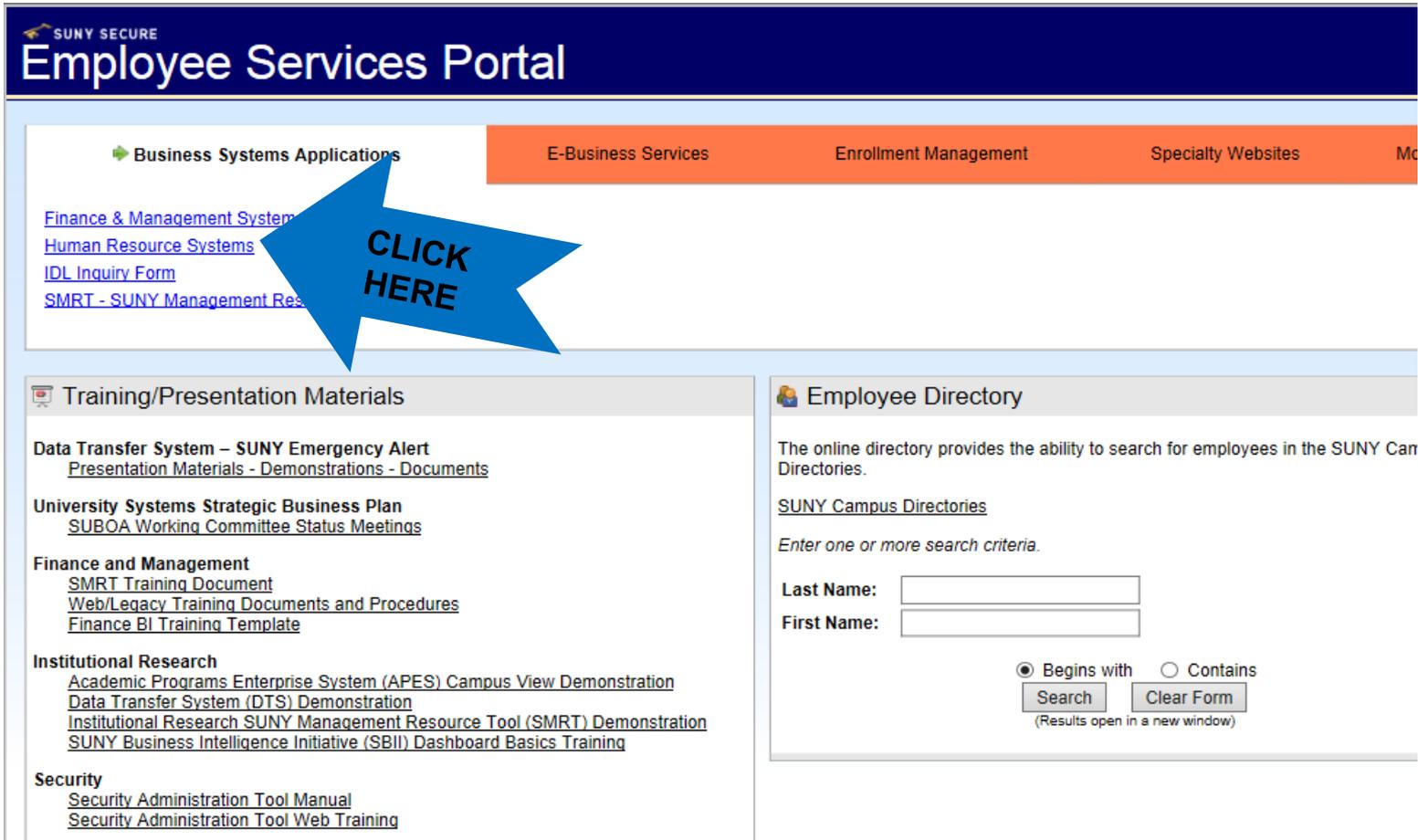
I hereby certify that the information provided above is true and accurate, and I authorize the Department of Human Resources to update my record accordingly.

ALL fields are required

**YOU SUNY ID # WILL
APPEAR HERE**



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 Resource](#)

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)



SUNY HR Self Service

Self Service


[Time and Attendance](#)


[View Paycheck](#)


[SUNY HR Self Service](#)

Hover over icons to see functionality.



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](#)

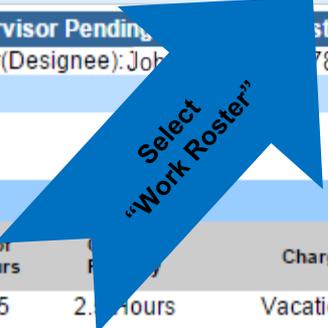


SUPERVISOR WORK ROSTER:

CLICK ON "WORK ROSTER," TO VIEW THE PENDING TIME RECORDS AND/OR TIME OFF REQUEST, OF YOUR EMPLOYEES.

Supervisor Pending Request Roster
 Supervisor(Designee): Job (78)

Notes: As submitted at 9:20:13 AM
 • Time records must be approved in chronological order."



Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Type	Scheduled?		Post-Request Balance*	Approval		
					Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5	Vacation Leave			44.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5	Vacation Leave			41.75	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5	Vacation Leave			45.0	<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

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jane Doe (12345) [Details] [History]	02	04/23/2015 - 05/06/2015	1	0	0	0
James Long (67891) [Details] [History]	02	05/07/2015 - 05/20/2015	0	0	0	0

|

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
Jane Doe (12345)	Administrative Aide	04/23/2015	[Employee Info] [Time Record] [History] [Request Time Off] [Work Schedule]

SUPERVISOR WORK ROSTER CONT'D:

Supervisor Pending Approvals Roster

Supervisor(Designee): John Smith (45678)

As submitted at 9:20:13 AM

Notes:

- Time records must be approved in chronological order."

Pending Leave Requests

Classified Employee	Neg. Unit	Requested Leave Dates	# of Hours	Charge Per Day	Charge Type	Scheduled?		Post-Request Balance ^a	Approval		
						Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5					14.25	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5						<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5					45.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Required action for Time off Request

^a - 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

Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)			
			Vacation	Sick	Holiday	Other
Jane Doe (12345)	02	05/06/2015	1	0	0	0
James Long (67891)	02	05/07/2015 - 05/20/2015	0	0	0	0

View Details or History of Time Record

Submit action for pending Time off Request

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
Jane Doe (12345)	Administrative Aide	04/23/2015	Employee Info Time Record History Request Time Off Work Schedule

- 1) Pending Leave request – must be approved before any time records within the same pay period.
- 2) Determine the necessary Action (approve, Deny, or Postpone)
**Denied action requires comments for the employee's Information.
- 3) Then, "Submit"
- 4) Pending Time records – Supervisors must View Employee's Electronic Time Record by clicking on Details under the employees name. This will bring up the completed time record for the employee.
- 5) Once time record has been reviewed, determine the necessary Action (Approve or Deny)
**Denied action requires comments for the employee's Information.
- 6) 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.



Create Work Schedule – Click on Work Schedule, Click on Start Payroll Period


Welcome to: UDELROSA Campus: 28100-DOWNSTATE MEDICAL [Return to Employee Portal](#) [Sign On](#)

The State University of New York | Time & Attendance

Home Wednesday, September 13, 2017 • 11:33:24 AM

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

Time and Attendance Record for
Gail B Moore (130650)

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

Campus: 28100 Supervisor:
 Department:

Classified Employee Work Schedule

Existing Work Schedule Stack

Select	Start Period	End Period	Start Date	End Date	Schedule Hours
<input type="radio"/>	20152016	14	09/24/2015		75.0

[View Details](#) | [Update](#) | [Delete](#) | [Add From Selected](#)

Add Employee Work Schedule

Schedule Range
Start Payroll Period: [\[Open Calendar \]](#)
End Payroll Period: [\[Open Calendar \]](#)

Schedule Accrual Type: NU02 - Administrative Services - 37.5 HR OBL. Obligation Hours: 75.0

Date	Total Hours	Record hours			
		In	Out	In	Out
Thursday 09/07	0				
Friday 09/08	0				
Saturday 09/09	0				
Sunday 09/10	0				
Monday 09/11	0				
Tuesday 09/12	0				
Wednesday 09/13	0				
Week 1 Totals	0				
Thursday 09/14	0				
Friday 09/15	0				
Saturday 09/16	0				
Sunday 09/17	0				
Monday 09/18	0				
Tuesday 09/19	0				
Wednesday 09/20	0				
Week 2 Totals	0				
Totals	0				

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



Click on Start Pay Period, Select Radio Button, Select

Human Resources - Time & Attendance System - Google Chrome

Secure | https://www.suny.edu/time/flow/payrollCalendarPopup-flow?execution=e6s1

Payroll Calendar

Select	Payroll Year	Payroll Number	Payroll Cycle	Status	Begin Date	End Date	Check Date	Fiscal Full Year	SOP Number	SOP Date	Close Date	Transmission Date
<input type="radio"/>	20172018	02	A	R	2017-04-20	2017-05-03	2017-05-17	20162017	1622P	2017-04-28	2017-05-03	2017-05-02
<input type="radio"/>	20172018	03	A	R	2017-05-04	2017-05-17	2017-05-31	20162017	1623P	2017-05-12	2017-05-17	2017-05-16
<input type="radio"/>	20172018	04	A	R	2017-05-18	2017-05-31	2017-06-14	20162017	1624P	2017-05-26	2017-05-31	2017-05-30
<input type="radio"/>	20172018	05	A	R	2017-06-01	2017-06-14	2017-06-28	20162017	1625P	2017-06-09	2017-06-13	2017-06-12
<input type="radio"/>	20172018	06	A	R	2017-06-15	2017-06-28	2017-07-12	20162017	1626P	2017-06-23	2017-06-27	2017-06-26
<input type="radio"/>	20172018	07	A	R	2017-06-29	2017-07-12	2017-07-26	20172018	1701P	2017-07-07	2017-07-12	2017-07-11
<input type="radio"/>	20172018	08	A	R	2017-07-13	2017-07-26	2017-08-09	20172018	1702P	2017-07-21	2017-07-26	2017-07-25
<input type="radio"/>	20172018	09	A	R	2017-07-27	2017-08-09	2017-08-23	20172018	1703P	2017-08-04	2017-08-09	2017-08-08
<input type="radio"/>	20172018	10	A	R	2017-08-10	2017-08-23	2017-09-06	20172018	1704P	2017-08-18	2017-08-23	2017-08-22
<input type="radio"/>	20172018	11	A	P	2017-08-24	2017-09-06	2017-09-20	20172018	1705P	2017-09-01	2017-09-06	2017-09-05
<input type="radio"/>	20172018	12	A	C	2017-09-07	2017-09-20	2017-10-04	20172018	1706P	2017-09-15	2017-09-20	2017-09-19
<input type="radio"/>	20172018	13	A	F	2017-09-21	2017-10-04	2017-10-18	20172018	1707P	2017-09-29	2017-10-03	2017-10-02
<input type="radio"/>	20172018	14	A	F	2017-10-05	2017-10-18	2017-11-01	20172018	1708P	2017-10-13	2017-10-18	2017-10-17
<input type="radio"/>	20172018	15	A	F	2017-10-19	2017-11-01	2017-11-15	20172018	1709P	2017-10-27	2017-11-01	2017-10-31
<input type="radio"/>	20172018	16	A	F	2017-11-02	2017-11-15	2017-11-29	20172018	1710P	2017-11-10	2017-11-14	2017-11-13
<input type="radio"/>	20172018	17	A	F	2017-11-16	2017-11-29	2017-12-13	20172018	1711P	2017-11-24	2017-11-29	2017-11-28
<input type="radio"/>	20172018	18	A	F	2017-11-30	2017-12-13	2017-12-27	20172018	1712P	2017-12-08	2017-12-13	2017-12-12
<input type="radio"/>	20172018	19	A	F	2017-12-14	2017-12-27	2018-01-10	20172018	1713P	2017-12-22	2017-12-26	2017-12-26
<input type="radio"/>	20172018	20	A	F	2017-12-28	2018-01-10	2018-01-24	20172018	1714P	2018-01-05	2018-01-09	2018-01-08
<input type="radio"/>	20172018	21	A	F	2018-01-11	2018-01-24	2018-02-07	20172018	1715P	2018-01-19	2018-01-24	2018-01-23

Displaying records 1 to 20 of 90.
 First Page | Previous Page | Page 1 of 5 | Next Page | Last Page
 Jump to Page: 1, 2, 3, 4, 5

Select [Close]

Attendance Record for Moore (130650)
 Work Schedule | Ad

Employee Work Sched

t Date
09/24/2015

Employee Work Schem

	Total Hours	Rec In
09/07	0	
09/08	0	
09/09	0	
09/10	0	
09/11	0	
09/12	0	
y 09/13	0	
Totals	0	
09/14	0	
09/15	0	
09/16	0	
09/17	0	
09/18	0	
09/19	0	
y 09/20	0	
Totals	0	
Is	0	

Review Employee Work Schedule, Start Period, Start Date, Input Hours (In/Out) Work Schedule, Press Submit

Menu Wednesday, September 13, 2017 • 11:43:05 AM

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

Time and Attendance Record for
Gail B Moore (130650)

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

Campus: 28100 Supervisor:
 Department:

Classified Employee Work Schedule

Existing Work Schedule Stack

Select	Start Period	End Period	Start Date	End Date	Schedule Hours
<input type="radio"/>	20152016 14		09/24/2015		75.0

[View Details](#) | [Update](#) | [Delete](#) | [Add From Selected](#)

Add Employee Work Schedule

Schedule Range		Schedule							
Start Payroll Period:	[Open Calendar] *	Accrual Type: NU02 - Administrative Services - 37.5 HR OBL. Obligation Hours: 75.0							
End Payroll Period:	[Open Calendar] *	Date	Total Hours	Record hours		Record hours		Record hours	
				In	Out	In	Out	In	Out
Thursday 09/07	0								
Friday 09/08	0								
Saturday 09/09	0								
Sunday 09/10	0								
Monday 09/11	0								
Tuesday 09/12	0								
Wednesday 09/13	0								
Week 1 Totals	0								
Thursday 09/14	0								
Friday 09/15	0								
Saturday 09/16	0								
Sunday 09/17	0								
Monday 09/18	0								
Tuesday 09/19	0								
Wednesday 09/20	0								
Week 2 Totals	0								
Totals	0								

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

Completed Work Schedule

Time and Attendance Record for

Gail B Moore (130650)

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

Campus: 28100
Department:

Supervisor:

Classified Employee Work Schedule

Existing Work Schedule Stack

Select	Start Period	End Period	Start Date	End Date	Schedule Hours
<input type="radio"/>	20152016 14		09/24/2015		75.0

|
 |
 |

Add Employee Work Schedule

Schedule Range

Start Payroll Period: [\[Open Calendar \]](#)
 End Payroll Period: [\[Open Calendar \]](#)

Schedule

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL. Obligation Hours: 75.0

Date	Total Hours	Record hours					
		In	Out	In	Out	In	Out
Thursday 09/07	7.5	07:00a	12:00p	12:30p	03:00p		
Friday 09/08	7.5	07:00a	12:00p	12:30p	03:00p		
Saturday 09/09	0						
Sunday 09/10	0						
Monday 09/11	7.5	07:00a	12:00p	12:30p	03:00p		
Tuesday 09/12	7.5	07:00a	12:00p	12:30p	03:00p		
Wednesday 09/13	7.5	07:00a	12:00p	12:30p	03:00p		
Week 1 Totals	37.5						
Thursday 09/14	7.5	07:00a	12:00p	12:30p	03:00p		
Friday 09/15	7.5	07:00a	12:00p	12:30p	03:00p		
Saturday 09/16	0						
Sunday 09/17	0						
Monday 09/18	7.5	07:00a	12:00p	12:30p	03:00p		
Tuesday 09/19	7.5	07:00a	12:00p	12:30p	03:00p		
Wednesday 09/20	7.5	07:00a	12:00p	12:30p	03:00p		
Week 2 Totals	37.5						
Totals	75						

|
 |

OTHER FEATURES ON THE TIME RECORD

- Enter comments in the box indicated below if you wish to submit comments to your supervisor on your time record.
- Paid Hours – total number of hours entered within the pay period for each pay type (Holiday, Overtime, Extra Time, Lost Time, Standby)
- Accrual Balances – summary of accrual balances for each accrual type and any amount charged within the pay period.
- View Holidays – list of all holiday/floaters that have been earned, charged and expiration date.
- PDF Report - Printable time record.
- Existing Time off Requests will be displayed.
- Audit Details of when time records have been submitted and action has been taken.

Time Record Comments

[No Comments.]

Additional Comments:

Paid Hours

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

Accrual Balances All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
Sub-Total	46.75	214.75	0.0	0.0	0.0	0.0	0.0	0	-7.5	0
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ending	46.75	214.75	0.0	0.0	0.0	0	0.0	0	0	0.0

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

[Save Time Record](#)
[Submit To Supervisor](#)
[Approve](#)
[Deny](#)

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

Existing Time Off Requests

Nothing found to display.

Audit Details

Nothing found to display.

OTHER FEATURES ON THE TIME RECORD CONT'D

When time record is complete, either certify and submit to supervisor or save time record to submit at a later time.

To send to your Supervisor, click on the "I Certify" box and select 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 was not save or submit to their supervisor.

The screenshot shows a web interface for time record management. It includes sections for comments, paid hours, and accrual balances. Three blue arrows are overlaid on the interface: one pointing to the 'Save Time Record' button (labeled '2. Save'), one pointing to the 'I certify' checkbox (labeled '1. Certify'), and one pointing to the 'Submit To Supervisor' button (labeled '3. Submit').

Time Record Comments
[No Comments.]
Additional Comments: [Text Area]

Paid Hours

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

Accrual Balances All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	Reg.	40+ (2)
Beginning	46.75	214.75	0	0	0	0	0	0	0	0
Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	7.5	0.0
Sub-Total	46.75	214.75	0.0	0.0	0.0	0.0	0.0	0	-7.5	0
Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0	7.5	0.0
Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ending	46.75	214.75	0.0	0.0	0.0	0	0.0	0	0	0.0

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

Save Time Record **Submit To Supervisor** **Approve** **Deny**

View Holidays **PDF Report**

Existing Time Off Requests
Nothing found to display.

Audit Details
Nothing found to display.

TO ENTER TIME OFF REQUESTS:

- Click once on the day you wish to enter the accrual charge.
- From the pop up box (shown on the next page), you will enter appropriate accruals.

Time Off Request										
Entitlement Balances										
Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	Holiday		40+ (2)	
							Floater	Regular		
Current	40.25	207.25	0	0	0	0	0	0	0	
Post-Request* (on 05/22/15)	44.00	211.00	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							Click a day to add or update a Leave Request				
May 2015							<< Year	< Month	Today	Month >	Year >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
					1	2					
3	4	5 1 - Vacation Leave (A)	6	7 Pay period start	8	9					
10	11	12 2.5 - Sick Leave (P)	13	14	15	16					
17	18	19	20	21 Pay period start	22	23					
24	25 Memorial Day	26	27	28	29	30					
31											

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



TIME OFF REQUEST – CONT'D

- The pop up opens up a single day request (shown on the left).
- To enter a date range, select the Show Multi Day button shown on the right (shown on next screen).
- Enter the increment (increments of .25 hours only) in the accrual type you want to charge, then select Save or Save and Submit. Once approved, the accrual charge will appear on your time record.

Time Off Request As submitted at 11:22:46 AM

Notes:
• Please enter comments if charging less than a full d

Single Day Leave (using quarter units) [Show Multi-Day](#)

<u>From Date:</u>	
<u>Vacation:</u>	<input type="text" value="0"/>
<u>Sick:</u>	<input type="text" value="0"/>
<u>Family Sick:</u>	<input type="text" value="0"/>
<u>Holiday:</u>	<input type="text" value="0"/>
<u>Floater:</u>	<input type="text" value="0"/>
<u>Voluntary Work Reduction:</u>	<input type="text" value="0"/>
<u>Deficit Reduction:</u>	<input type="text" value="0"/>
<u>Lost Time:</u>	<input type="text" value="0"/>
<u>Military Leave:</u>	<input type="text" value="0"/>
<u>Non-Chargeable:</u>	<input type="text" value="0"/>
<u>Non-Chargeable Type:</u>	Administrative Leave ▼
<u>Personal:</u>	<input type="text" value="0"/>



MULTIPLE DAY TIME OFF REQUEST:

Time Off Request

Notes: As submitted at 11:25:58 AM

- Please enter comments if charging less than a full day.*

Multiple Day Leave (using quarter units) Show Single-Day

From Date: 05/08/2015

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

* Charge Per Day:

* Accrual/Leave Type:

Adjustment Reason:

Comments (3):

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

| |

- Enter the increment (increments of .25 hours only) in the accrual type you wish to charge, then select Save or Save and Submit.
- Save – will allow employees to enter the time off request but not submit the request to the supervisor
- Save and Submit – allows employees to save and submit the request all at once to the supervisor.

Reminders:

- Pending Time off Request - the date of the request will appear on the time record in red with a note displayed at the top of the time record, indicating your pending request (see screen print under time record).
- Approved Time off Request – will appear under the time charged section of the time record (see screen print under time record).
- Charge accruals can not span across multiple pay period.
- If a holiday falls within a time charged, a separate entry must be submitted, excluding the holiday.



STATUS OF TIME OFF REQUESTS:

Reminders:

- Once the request has been saved or save/submit, it will appear on the calendar and under the Previously Submitted Leave Request along with the status (Saved, Pending and Approved). If you have not submitted the request to your Supervisor, select the radio button and click Submit Action. Once approved, the request will appear on the corresponding time record.
- The status of your request will also appear in parenthesis on your monthly time record (S, P, A).
- To withdraw a previously submitted leave request that has not been approved by the supervisor, simply select the withdraw radio button next to the associated request and then click Submit Actions.
- Employees will have the ability to submit a time record with pending time off request.
- Time off requests can not span across multiple pay periods.
- If a holiday falls within a time off request, a separate entry must be submitted, excluding the holiday.

Time Off Request

Entitlement Balances

Name	Vacation	Sick*	Family Sick Used	Personal	Comp Time	Over 40	Holiday			40+ (2)
Current	40.25	207.25	0	0	0	0	Floater	Regular		0
Post-Request* (on 05/22/15)	44.00	211.00	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 Click a day to add or update a Leave Request

May 2015

 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 1 - Vacation Leave (A)	6	7 Pay period start	8	9
10	11	12 2.5 - Vacation Leave (P)	13	14	15	16
17	18 2.5 - Vacation Leave (P)	19	20	21 Pay period start	22	23
24	25 Memorial Day 7.5 - Holiday Comp Leave	26 0.5 - Vacation Leave (P)	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					Withdraw	Approve	Deny
Pending	05/26/2015	0.5	Vacation Leave				05/26/2015			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	05/18/2015	2.5	Vacation Leave				05/18/2015			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	05/12/2015	2.5	Vacation Leave				05/15/2015			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approved	05/05/2015	1	Vacation Leave				05/05/2015	05/06/2015		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Actions Reset

Status of Time Off Request

Select radio button and submit action



1) 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.

2) ONCE ACTION HAS BEEN TAKEN, THE PENDING TIME RECORD WILL BE REMOVED FROM THE WORK ROSTER.

3) IF APPROVED, THE TIME RECORD WILL CHANGE TO AN APPROVED STATUS UNDER THE ACCRUAL PAY PERIOD DROP DOWN

4) IF DENIED, THE TIME RECORD WILL SHOW AS DENIED WITH REQUIRED COMMENTS FOR THE EMPLOYEE TO CORRECT AS NECESSARY AND RESUBMIT TO SUPERVISOR.

Time Record Comments		Paid Hours		Accrual Balances								All
[No Comments.]		Pay Type	Hours	Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Fl
Additional Comments:		Holiday	0	Beginning	46.75	214.75	0	0	0	0	0	0
		Overtime	0	Charged	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Extra Time	0	Sub-Total	46.75	214.75	0.0	0.0	0.0	0.0	0.0	0.0
		LostTime	0	Earned	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0
		Standby	0	Adjustments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
				Ending	46.75	214.75	0.0	0.0	0.0	0	0.0	0.0

I certify that this time report represents a correct accounting for the [redacted] period.

[Save Time Record](#) [Submit To Supervisor](#) [Approve](#) [Deny](#)

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

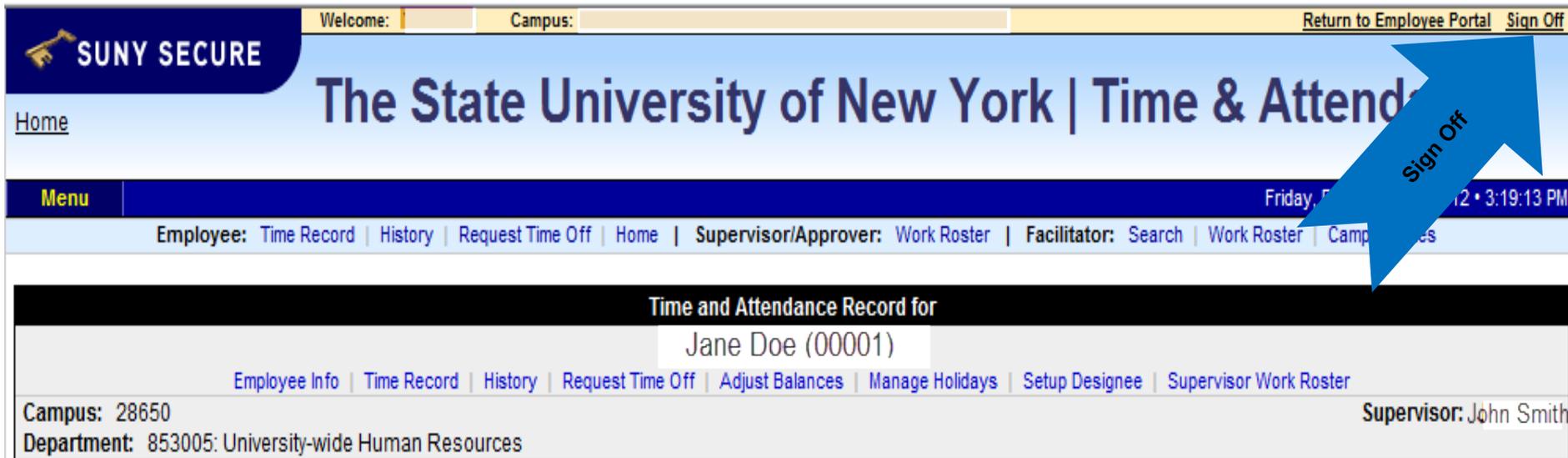
Existing Time Off Requests
Nothing found to display.

Audit Details
Nothing found to display.



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 displays the SUNY Secure interface for Time & Attendance. 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 header section with 'The State University of New York | Time & Attendance' and a 'Home' link. A 'Menu' section is visible on the left. The main content area shows the 'Time and Attendance Record for Jane Doe (00001)' with various sub-links like 'Employee Info', 'Time Record', 'History', 'Request Time Off', 'Adjust Balances', 'Manage Holidays', 'Setup Designee', and 'Supervisor Work Roster'. At the bottom, it lists 'Campus: 28650' and 'Department: 853005: University-wide Human Resources', along with 'Supervisor: John Smith'. A large blue arrow points to the 'Sign Off' link in the top right corner.



Legal Holidays

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Floating Holidays

Lincoln

Election Day



Payroll Internet Website

- Procurement
- For DMC Staff
- For Vendors / Bidders
- Helpful Links
- Contact Us
- Materials Management
- The Downstate Depot Family of Services
- Accounts Payable
- Payroll / Time and Attendance
- Value Analysis

SUNY Downstate Medical Center Payroll / Time and Attendance

Quicklinks

- [Forms and Documents](#)
- [Time and Attendance](#)
- [Training Resources](#)

Mission Statement

Mission Statement: The Payroll Department is a dedicated team of professionals committed to paying employees on-time and accurately; to providing employees with excellence in customer service and to supporting campus efforts to achieve its mission.

Vision Statement: The Payroll Department will always support SUNYDMC as it works to achieve its mission. We will provide leadership in respect to our professionalism and knowledge of payroll practices making sure that SUNYDMC stays in compliance with SUNYHR, the respective collective Bargaining units within the institution, and Office of the State Comptroller's payroll and taxation issues. We will be receptive and responsive to employees' and other departments' needs.

Our vision will be accomplished by:

- Fulfilling the Payroll Department's mission statement.
- Providing center-wide communication and training in usage and interpretation of TAS (Time and Attendance) system and campus payroll policies while enhancing employee developmental opportunities.
- Continuing the departmental education in regards to technology.
- Exploring every available avenue to convey information to our customers and updating our website to facilitate communication with the campus community.

Core Values: Confidentiality, Individuality/ Empathy, Teamwork, Honesty, Accuracy/ Timeliness, Trust/ Accountability.

Payroll/Time & Attendance INFO	
Phone:	718-270-1138
Fax:	718-270-4143
Mail Stop:	10
Email:	eMail Payroll
Location:	ADMFAC (151 E34th St Trailer) Room 104
Hours:	M-F 9am to 5pm, Walk-ins 10am to 3pm, except holidays
Director:	Jennifer Del Rosario , Dir. 718-270-1315 Patricia Rainey , Asst. Dir. 718-270-9146
AVP:	Crista Campbell 718-270-1613
Web feedback welcomed-Didn't find what you need, or a broken link? eMail Us .	

Forms and Documents

PAYROLL:

- [Calendar- NYS Payroll Periods \(with corresponding calendar dates\)](#)
- [Certificate of Nonresidence and Allocation of Withholding Tax \(IT-2104.1\)](#)
- [Direct Deposit Form for NYS Employees \(AQ2772\)](#)
- [Employee's Withholding Allowance Certificate \(IT-2104\)](#)
- [IRS W-4 Form](#)
- [Municipal Credit Union Deduction Authorization](#)
- [Payroll Authorization Form](#)
- [Payroll Authorization To Mail Checks](#)
- [Payroll Data Update Form for Student Assistant & College Workstudy](#)
- [Prior Year Social Security and Medicare Tax Refund Certification](#)
- [Property Tracking Form](#)
- [Report of Overtime Meal Allowance](#)
- [Request for Duplicate W-2](#)
- [Supervisor's Report of Overtime](#)

TAX INFORMATION:

Tax for Lump Sum Payments

Supplemental wages are generally taxed using the Optional Flat Rate Method (flat 26%). The MC Merit Award has been determined to be supplemental wages and will be taxed using this method. The SUNY Discretionary Award (Earnings Code "SMR") is taxable income subject to employment and income taxes and will be taxed using the Supplemental Optional Flat Rate Method.

Be advised that this method will override any W-4 information that is currently in PayServ.

Additional information: <http://www.osc.state.ny.us/agencies/ibull/sun/su238.htm>

<http://www.downstate.edu/procurement/payroll.html>



Payroll Calendar

Office of the State Comptroller
BUREAU OF STATE PAYROLL SERVICES
ADMINISTRATION PAYROLL CALENDAR
APRIL 1, 2017 – APRIL 30, 2018
LAG

Period No.	Calendar	Period No.	Calendar																																																																																																		
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NEW FISCAL YEAR...2018-2019

Period No.	Calendar	Text																																																	
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○ = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

ADMINISTRATION AGENCIES 2017-2018
ON A LAG BASIS
(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 6 – April 19	May 3
No. 2 April 20 – May 3	May 17
No. 3 May 4 – May 17	May 31
No. 4 May 18 – May 31	June 14
No. 5 June 1 – June 14	June 28
No. 6 June 15 – June 28	July 12
No. 7 June 29 – July 12	July 26
No. 8 July 13 – July 26	August 9
No. 9 July 27 – August 9	August 23
No. 10 August 10 – August 23	September 6
No. 11 August 24 – September 6	September 20
No. 12 September 7 – September 20	October 4
No. 13 September 21 – October 4	October 18
No. 14 October 5 – October 18	November 1
No. 15 October 19 – November 1	November 15
No. 16 November 2 – November 15	November 29
No. 17 November 16 – November 29	December 13
No. 18 November 30 – December 13	December 27
No. 19 December 14 – December 27	January 10
No. 20 December 28 – January 10	January 24
No. 21 January 11 – January 24	February 7
No. 22 January 25 – February 7	February 21
No. 23 February 8 – February 21	March 7
No. 24 February 22 – March 7	March 21
No. 25 March 8 – March 21	April 4
No. 26 March 22 – April 4	April 18



Questions?

Jennifer Del Rosario, Payroll Director x-1315

Patricia Ralph, Assistant Director x-8146

Email: Payroll@downstate.edu

***For Accrual Discrepancies
contact Payroll x- 1139***

