

Student Employees

Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing network id and password.

- <https://www.suny.edu/time>

The first time you sign on, you will be asked to verify your First/Last Name, SUNY ID, and Date of Birth. This verification is to authenticate your user id to your SUNY ID assigned in the system. Click on Submit Answers.

The screenshot shows the SUNY Downstate Medical Center website. The top navigation bar includes links for 'Find A Physician', 'Home', 'Library', 'myDownstate', 'Newsroom', 'A-Z Guide', 'E-mail', 'Contact Us', and 'Directions'. A search bar is located on the right. The left sidebar contains a menu with items such as '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', and 'Self Service'. The main content area is titled 'SUNY Downstate Medical Center' and 'Human Resources Self Service'. Below this is the 'SUNY Employee Services Portal Login' section, which has tabs for 'Start Using', 'How to Log in', 'Changing Address', and 'Time and Attendance FAQ'. A 'Coming Soon!' banner states: 'Coming in January 2017 a Downstate NetID will be required to access the SUNY Secure Login. Please continue to use your email login until the final changeover is complete. To find out more, visit the Downstate NetID Information Site.' A 'SUNY Secure Login' button is present. A blue circle highlights a link that says: 'If you need to obtain your SUNY ID, click HERE.' Below this, the 'Time and Attendance FAQ' tab is selected, showing information about the TAS system and paycheck views.

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. The Time and Attendance System is available 24 hours a day/7 days a week.

TAS Home Page:

[SUNY SECURE](#)
Welcome: VUMBACTI Campus: 28020 - SYSTEM ADMINISTRATION [Return to Employee Portal](#) [Sign Off](#)

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

Menu
TAS Home Tuesday, January 13, 2015 • 11:17:08 AM

Name: Jane Doe **Suny ID:** 1234
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](#)

- Select Current Employment Role (shown above). If you only have one role, the radio button will be defaulted to the current role. If you have multiple roles, please select the role in which you will be entering your time in/out for.
- Click on Time and Attendance button to work on your Time Record.

Entering Time Record:

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

Menu
Thursday, April 14, 2016 • 10:26:35 AM

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

Time and Attendance Record for

Jane Doe (01234)

[Employee Info](#) | [Time Record](#) | [History](#)

Campus: 28020

Commitment Stack									
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				
<input type="radio"/>	18	rec sports	05/20/2016 - 08/27/2016	9000870000	13.75				

Accrual Period

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

If you do not see the right commitment or accrual period on this timesheet, please contact your supervisor/department

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

Day of Week	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	+	Hours
Fri	5/20	08:00a	12:00p					[+]	4.00
Sat	5/21							[+]	0.00
Sun	5/22							[+]	0.00
Mon	5/23	03:00p	09:00p					[+]	6.00
Tue	5/24							[+]	0.00
Wed	5/25							[+]	0.00
Week 1 Totals									14.00
Thu	5/26	05:00p	09:00p					[+]	4.00
Fri	5/27	08:00a	12:00p					[+]	4.00
Sat	5/28							[+]	0.00
Sun	5/29							[+]	0.00
Mon	5/30							[+]	0.00
Tue	5/31	02:00p	07:00p					[+]	5.00
Wed	6/1							[+]	0.00
Week 2 Totals									9.00
Total Hours									23.00

- Please select the commitment stack from the above list in which you would need to enter time in/out.
- Choose the correct accrual period from the drop down box.
- Enter the appropriate time in and out directly in the time record (displayed above). Please enter “a” for AM and “p” for PM. If more time in/out fields for a specific day is required, click on the + button next to the hours column.
- If you need to send comments on the time record for your supervisor, please enter in additional comment sections.
- After each entry, please click on the save time record button. Once the time record is complete for the pay period, select the “I certify” box and submit time record to supervisor (see below).

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](#)

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 the payroll department from the TAS Payment Roster:

Your Time Record has been disapproved. Please log in to review the denial comments.