

Student Time and Attendance System

Facilitator Role

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, Date of Birth and SUNY ID. This verification is to authenticate your user id and SUNY ID.

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 categories like '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 'Home > Self Service' and 'SUNY Downstate Medical Center'. A prominent orange banner reads 'Human Resources Self Service'. Below this is the 'SUNY Employee Services Portal Login' section, which includes tabs for 'Start Using', 'How to Log in', 'Changing Address', and 'Time and Attendance FAQ'. A 'Coming Soon!' announcement 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, with a note: '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.' Below this, a list of self-service modules is provided: '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.' and '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...'

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.

TAS is available 7 days a week, 24 hours a day and can be accessed from any computer.

TAS Home Page:

Select Current Employment Role

Click on Time and Attendance button to work on your Time Record or Time off Request.

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

Home

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

TAS Home

Name: Classified Test **Suny ID:** 38554
Local Campus ID:

Employment Roles		
Status	Role Type	Effective Dates
Current	Regular State Employee	12/06/2001 - [No End Date]

Displaying single result.

[Time and Attendance](#)

Facilitator Search:

Employee Search

Search

Wild card searching is available for the First Name and Last Name fields:

- Enter a question mark (?) to match any single character.
- Enter an asterisk (*) to match any number of characters.
- Note= Wild cards can not be used as the first character in the field.

Campus (g): 28650: System Administration

Suny ID:

Last Name:

First Name:

Person ID (SSN/ITIN):

Negotiating Unit: Select ...

Accrual Type: Select ...

Department: Select ...

Supervisor: Select ...

Active/Inactive: Yes No

Delinquent Time Record: (mm/dd/yyyy)

Pending Time Record: (mm/dd/yyyy)

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

[Search](#) | [Reset](#)

Facilitators have a variety of search criteria to look up employees (shown above). Also, able to enter multi-search criteria, such as Department and Supervisor.

- SUNY ID
- Last/First Name
- SSN/ITIN
- Negotiating Unit
- Accrual Type
- Department
- Supervisor
- Active/Inactive – employees
- Delinquent Time Records
- Pending Time Records

Once the search results are returned, click the radio button of employee you wish to work on.

To Add a New Employee:

There are two options to add an Employee.

- 1) Enter SUNY ID, Name or any of the above search features shown above to look up the employee and click submit.

Search Results						
Name	SUNY ID	Accrual Type	Negotiating Unit	Department Supervisor	Last Timesheet	
<input type="radio"/>				System Administration Human Resources		

Displaying single result.

[Details](#) [Update](#) [Add](#)

Once the employee is brought back, select the radio button next to the correct name and click on Add (shown above).

Basic Employee and Employment information will be displayed at the top of the screen (shown below). This information is coming from SUNY HR Employment.

Menu
Monday, July 11, 2016 • 12:09:35 F

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 (12345)
[Employee Info](#) | [Time Record](#) | [History](#)

Campus: 28020

Employee Information Add

Employment Summary
[Include History](#)

Select	Effective Date	Type	Neg. Unit	Title	Pay Basis	Appt. Percent	Obligation
<input type="radio"/> Current	05/26/2016	A	71	Student Assistant	FEE	100	OT
<input type="radio"/> History	08/27/2015	A	71	Student Assistant	FEE	100	OT

[View Details](#)

Employment Detail

Appointment Effective Date:	05/26/2016	Title:	Student Assistant
SUNY Anniversary Date:	08/30/2012	# of Courses Taught:	
Title Obligation:	OT	Over 40 Hours Compensation:	No
Pay Basis:	FEE	Over Time Pay:	No
Negotiating Unit:	71	Term Date:	
Employment Status:	Active	Veteran Status:	No
Appointment Percent:	100	Military Status:	No
Accrual/Leave Type:		Volunteer Firefighter or EMT:	N
		Voluntary Work Reduction:	

TAS Employee Information Summary

[No History](#)

[No Employee Information Found.]

Accrual Type: NU71- Student Hourly

*** Record Effective Date:** (mm/dd/yyyy) Except for a hire or rehire, record effective date must be the first day of the time record.

Gets Notifications? : Yes No

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

[Submit](#)
[Cancel](#)

Record Effective Date (required): this date should reflect the date in which the student will begin using the time and attendance system.

Accrual Type will be defaulted to NU71 – Student Hourly

Gets Notifications will be defaulted to YES. If you do not wish your employees to receive the email notifications, please change to NO.

- ✓ Click on Submit to save employee information and complete the set up process for the employee. The employee is now established in TAS and can begin using the system.

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.

**Please have employees check their Junk folder in the email if they are not receiving notifications.

Facilitator Work Roster:

- 2) The other option to add an employee is from the Facilitator Work Roster (highlighted below).



The Work Roster will display any transactions that have been entered into SUNY HR Employment that may affect an employee's time and attendance information (such as; hire, rehire, concurrent hire, percent change or position change into a different negotiating unit).

The facilitator work roster can be sorted by Employee, Effective date or Negotiating Unit by clicking on the column headers.

Facilitators can select the "work on" function under the employee name. This function will bring up the employee's TAS information page. As noted in the above section, from this screen facilitators are able to enter and/or change the employee's time and attendance information, such as dates, balances, accrual type, etc.

- ❖ If no action is need on an employee that appears on the work roster, click on the delete box and hit submit.

Notes:

- 1) Facilitators are automatic designees to approve and deny employee Time Records.
- 2) Facilitators have the ability to access Supervisor's Work Roster.

- From the Facilitators Search screen, enter criteria (SUNY ID, Name, etc) of the supervisor you are accessing.
- Once the supervisor's time record is brought up, a new link is displayed under the tool bar called, "Supervisor Work Roster" (highlighted below in yellow). Click to view the work roster.

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	

- 3) Non-Employee Supervisor role in SUNY HR. This role will allow for any non-employee who have supervisor responsibility to access and process their employee time record and/or time off request in TAS. To add non-employee supervisor role:
 - In SUNY HR – Person - ADD New Role
 - Complete Person Legal Name and Identification
 - Role – choose Non-Employee Supervisor
 - Effective date and End date (if known)
 - Click on Employment to add non-employee and hierarchy information
 - If you already have employees set up in SUNY HR as volunteers that have supervisor capabilities, you must end the volunteer role and create a non-employee supervisor role. We are looking into providing a list of all volunteers at each campus to assist you in creating the new role.
- 4) Facilitators have the ability on the Search page to enter and search by multiple criteria, such as Department and Supervisor.
- 5) PDF time record displays campus name.
- 6) Facilitators have the ability to access and view separated employee's accrual balances.
- 7) Students can enter 6 months of retro time records once separated.

Reports:

The following reports are available on the portal for your use along with the security permission that would need to be granted by your campus administrator.

Report	Security
SA_Paid_Hours_Summary	HR_Disco_TAS_SA
SA_Hours_Over_Time	HR_Disco_TAS_SA
CWS_Paid_Hours_Summary	HR_Disco_TAS_CWS
CWS_Hours_Over_Time	HR_Disco_TAS_CWS
SA_Timesheets_by_Status_Multiple_PP	HR_DISCO_TAS_SA
CWS_Timesheets_by_Status_Multiple_PP	HR_DISCO_TAS_CWS

Warning & Error Messages in TAS:**Warnings:**

1. total work hours across duties exceed 20 hours
2. total work hours across duties exceed 29 hours
3. A break in work hours is required if a work day is longer than 6 hours continuously.
4. You have entered only time in for one or more work period(s). Please enter corresponding time out before submitting the time sheet.
5. You cannot approve an incomplete timesheet. In one or more of the work period(s), only time-in is entered. (for supervisor only)
6. You cannot approve or deny an empty timesheet. (for supervisor only)
7. Payments with overlapping dates exist in this pay period.
8. Total payment amount (\$) is close to or exceed the award (\$). (TAS Payment Roster only).

Errors:

1. The fiscal year associated with this timesheet has ended. Please contact your HR Department for payroll processing. (for student only)
2. Please deny this timesheet. The fiscal year associated with the timesheet has ended. Student employee must contact HR Department for payroll processing. (For supervisor only)