

Time and Attendance System

MC Employee

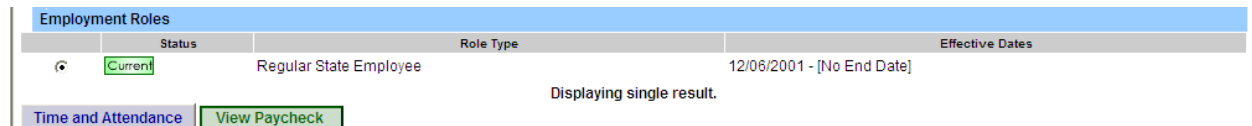
Sign On:

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

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

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 will not be necessary.

TAS Home Page:



| 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 | View Paycheck | | |

Select Current Employment Role (shown above).

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

If you wish to view your paycheck click the View Paycheck button. Paycheck information will be available the Monday before payday.

To Complete Time and Attendance Record:

Select the Accrual Period (month) from the drop down menu that you wish to work on and then click the change period button (shown below).

Time and Attendance Record for
Jane Doe

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Campus: 28650 **Supervisor:** Joe Smith
Department: 853005: University-wide Human Resources

Employee Time Record for December 2012

Accrual Period
 December 2012 ~ Working

Accrual Balances

| Name | Vacation | Sick* | Family Sick Used | Deficit Reduction | Lost Time | Floater | Holiday | Regular | Non-Chargeable Time | Reason |
|-------------|----------|-------|------------------|-------------------|-----------|---------|---------|---------|---------------------|--------|
| Beginning | 23.75 | 91.75 | 1.25 | 0.25 | 0 | 0 | | 0.25 | 0 | |
| Charged | 2.5 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | 0.0 | 0.0 | |
| Sub-Total | 21.25 | 91.75 | 1.25 | 0.25 | | | | 0.25 | | |
| Earned | 1.75 | 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 | 23.00 | 93.50 | 1.25 | 0.25 | | | | 0.25 | | |

* Includes family sick leave balance

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

January 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------------|---------|-----------|----------|--------|----------|
| 1 | 2 New Year's Day | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 Martin Luther King Day | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

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

Double click on the day you wish to add or update accruals on the monthly calendar.

A separate pop up box (shown below) will open to enter a single day leave. The from date will be automatically populated with the date that was selected from the calendar.

| Time Record Posting | |
|---------------------------|--------------------------------|
| Single Day Leave | Show Multi-Day |
| From Date: | 12/27/2012 |
| Vacation: | <input type="text" value="0"/> |
| Sick: | <input type="text" value="0"/> |
| Family Sick: | <input type="text" value="0"/> |
| Holiday: | <input type="text" value="0"/> |
| Floater: | <input type="text" value="0"/> |
| Voluntary Work Reduction: | <input type="text" value="0"/> |
| Deficit Reduction: | <input type="text" value="0"/> |
| Lost Time: | <input type="text" value="0"/> |
| Military Leave: | <input type="text" value="0"/> |
| Non-Chargeable: | <input type="text" value="0"/> |
| Non-Chargeable Type: | Administrative Leave ▼ |
| Adjustment Reason: | Select ... ▼ |
| Comments (c): | <input type="text"/> |

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

|

Enter appropriate number of days (increments of .25 days) in accrual category you wish to charge.

To submit a multi day request, click on Show Multi-day button on the upper right hand corner of the pop up box (shown above). The FROM DATE field will also be automatically populated with that was selected from the calendar. A TO DATE field will now be available to enter a date range. Enter number of consecutive days and select the accrual/leave type from the drop down you wish to charge.

Time charged cannot span across multiple months.

If a holiday falls within the time off, a separate request must be submitted, excluding the holiday.

For Non-Chargeable time, enter appropriate number of days (increments of .25 days) then select the non-chargeable type from the drop down selection.

Enter comments in the Comment field that will be attached to your time record for your supervisor.

- ✓ Click on Submit.

After submitting, you will be brought back to your time record and the accruals will now appear on your monthly calendar.

Holiday Time Worked (shown below) – Holiday/Floaters are set according to the campus calendar entered by your campus TAS Facilitator.

| Holiday Time Worked | | | |
|---------------------|----------|---------------|---------------|
| Holiday Name | Floater? | Observed Date | Earned Amount |
| Lincoln's Birthday | Y | 02/13/2012 | 1 |
| President's Day | N | 02/20/2012 | 0 |

If a holiday is available within the month and not worked, no action is needed. If the holiday was worked, in the earned amount field change 0 to 1 day or in the increment that is appropriate (increments of .25 days). This will automatically update the holiday accrual balance.

Floater - if you do not work on a day that has been designated as a floater, you will need to change the earned amount to 0 and therefore would not accrue the day.

| Time Record Comments | |
|----------------------|----------------------|
| [No Comments.] | |
| Additional Comments: | <input type="text"/> |

Time Record Comments (shown above) – are available if employee would like to submit comments attached to the time record for their supervisor.

Once time record is complete, check the box to certify the information entered is accurate before submitting to supervisor (shown below) then click Submit to Supervisor.

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

[Submit To Supervisor](#) [Save Time Record](#) [Cancel/Return to Home](#)

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

If time record is not complete, click Save which will allow you to go back into your time record at anytime to add or update before submitting to supervisor.

If you do not wish to save or submit your time record simply click Cancel/Return to Home.

Notes:

If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in work status. You will then be able to make any changes as appropriate and resubmit to your supervisor.

View Holiday – list of employee’s holidays/floaters that have been accrued along with expiration date.

PDF Report – allows employees ability to print time record.

Existing Time Off Request – lists any existing time off request the employee has pending approval from supervisor. Employee will be unable to submit.

Audit Details – keeps an audit of add/updates or denials to time record.

Message Board – automatic messages to employee making them aware of overdue time records, expiring holidays, and approaching max limit by year end, etc.

History:

A summary of the employee’s 12 month history of all the start and used accrual balances. Also provides when each months time records were submitted and approved.

To Complete a Time Off Request:

Time and Attendance Record for

Jane Doe

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Proxy](#) | [Supervisor Work Roster](#)

Campus: 28650 **Supervisor:** Joe Smith
Department: 853005: University-wide Human Resources

Time Off Request

| Entitlement Balances | | | | | | | | |
|-----------------------------|----------|-------|------------------|-------------------|-----------|---------|---------|--|
| Name | Vacation | Sick* | Family Sick Used | Deficit Reduction | Lost Time | Floater | Holiday | |
| Current | 23.75 | 91.75 | 1.25 | 0.25 | 0 | 0 | 0.25 | |
| Post-Request* (on 12/31/12) | 23.00 | 93.50 | 1.25 | 0.25 | 0.0 | 0.0 | 0.25 | |

* - 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.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------------|---------|-----------|----------|--------|----------|
| 1 | 2 New Year's Day | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 Martin Luther King Day | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

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

Select Request Time Off from the menu bar located at the top of the screen (highlighted above).

To request time off from your supervisor, double click on the day you wish to request off or update on the calendar (shown above).

A separate pop up box will open (shown below) to enter a single day time off request. The from date will be automatically populated from the date selected from the calendar.

| Time Off Request | |
|--|--------------------------------|
| Single Day Leave Show Multi-Day | |
| From Date: | 12/17/2012 |
| Vacation: | <input type="text" value="0"/> |
| Sick: | <input type="text" value="0"/> |
| Family Sick: | <input type="text" value="0"/> |
| Holiday: | <input type="text" value="0"/> |
| Floater: | <input type="text" value="0"/> |
| Voluntary Work Reduction: | <input type="text" value="0"/> |
| Deficit Reduction: | <input type="text" value="0"/> |
| Lost Time: | <input type="text" value="0"/> |
| Military Leave: | <input type="text" value="0"/> |
| Non-Chargeable: | <input type="text" value="0"/> |
| Non-Chargeable Type: | Administrative Leave ▼ |
| Adjustment Reason: | Select ... ▼ |
| Comments (c): | <input type="text"/> |

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

|

Enter appropriate number of days (increments of .25 days) in accrual category you wish to charge.

To submit a multi day request, click on Show Multi-day button on the upper right hand corner of the pop up box (shown above). The FROM DATE field will automatically populate with the date selected from the calendar. A TO DATE field will now be available to enter a date range. Enter number of consecutive days and select the accrual/leave type from the drop down you wish to charge.

Time off request cannot span across multiple months.

If a holiday falls within a time off request, a separate request must be submitted, excluding the holiday.

For Non-Chargeable time, enter appropriate number of days (increments of .25 days) and select the non-chargeable type from the drop down selection.

Enter comments in the Comment field that will be attached to your time off request for your supervisor.

✓ Click on Save.

The day(s) requested will now appear on your time off request calendar and listed below under Previously Submitted Leave Requests.

- ❖ To submit your request to your supervisor, click on the radio button next to the appropriate time off request then click SUBMIT to supervisor (as shown below).

| Previously Submitted Leave Requests | | | | | | | |
|-------------------------------------|----------|-----------------------|-----------|-------------------------|--------------|----------------|---------------|
| Select | Status | Requested Leave Dates | # of Days | Leave Type | Leave Reason | Date Submitted | Date Approved |
| <input type="radio"/> | Pending | 01/11/2013 | 0.25 | Vacation Leave | | 12/19/2012 | |
| <input type="radio"/> | Pending | 01/04/2013 | 0.25 | Deficit Reduction Leave | | 12/19/2012 | |
| <input type="radio"/> | Approved | 12/26/2012 | 1 | Vacation Leave | | 11/26/2012 | 12/07/2012 |
| <input type="radio"/> | Approved | 12/06/2012 | 1 | Vacation Leave | | 11/26/2012 | 12/07/2012 |

Additional Comments:

- ❖ Saved – time off request has been saved, not yet submitted to supervisor.
- ❖ Pending – submitted to supervisor pending approval.
- ❖ Approved – time off request has been approved by the supervisor.

Notes:

MC employees are allowed to submit all retroactive timesheets until current month.

Time off Request is optional and not required.

Pending time off request will automatically appear on appropriate time record.

If you need to change a time off request and it has not been approved by your supervisor, go back into your Time off Request calendar to update.

To delete time off request click the radio button under previously submitted request and select delete.

Employees are unable to submit a time record that has pending time off request. These requests will need to be deleted by the employee and manually entered on to the monthly time record or approved by the supervisor.