

Time and Attendance System

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

- <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 is not 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

[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

Employee Time Record for December 2012

Accrual Period
 December 2012 ~ Working

Accrual Balances

Name	Vacation	Sick*	Family Sick Used	Deficit Reduction	Lost Time	Holiday		Non-Chargeable	
						Floater	Regular	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 time charged on the monthly calendar (shown above).

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

Single Day Leave		Show Multi-Day
From Date:	04/11/2011	
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"/>	
Non-Chargeable:	<input type="text" value="0"/>	
Non-Chargeable Type:	Select ...	
Adjustment Reason:	Select ...	

(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. The FROM DATE field will automatically populate from the date you 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 and Floaters are set according to the campus calendar which is entered by the 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 would 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) – 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 necessary 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 monthly time record.

Existing Time Off Request – list any existing time off request employee may have pending approval from supervisor.

Audit Details – keeps an audit of all add/updates 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](#) |
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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	Regular
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: 05/30/2012

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Deficit Reduction Leave (M/C only):

Lost Time:

Non-Chargeable:

Non-Chargeable Type:

Adjustment Reason:

(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. The FROM DATE field will automatically populate from the date you 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 time off, 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.

- ✓ Click on SAVE.

The day/s requested will now appear on your time off request calendar and be 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.

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:

Time off Request is optional and not required.

Pending time off request will automatically appear on appropriate monthly 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 by double clicking on the day.

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.