SUNY DOWNSTATE Medical Center

SUNY Time and Attendance System - Supervisor Role
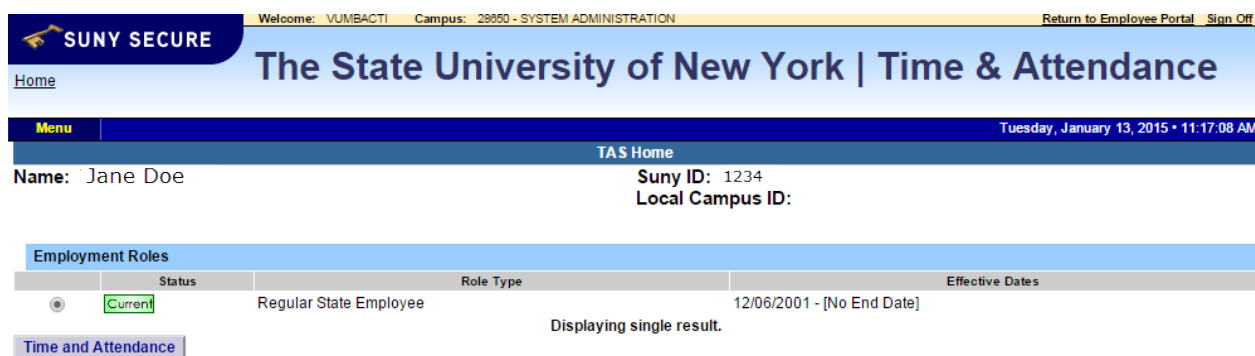
For Classified Employee(s)

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 is not necessary.

TAS Home Page:

From the TAS Home Page (shown above), click on the Time and Attendance button to be brought into your Time Record, Time off Request or Supervisor Work Roster.

Supervisor Pending Approval Roster:

Supervisor Pending Approvals Roster											
Supervisor(Designee):John Smith (45678)											

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 Per Day	Charge Type	Scheduled?		Post-Request Balance*	Approval		
						Yes	No		Approve	Deny	Postpone
Jane Doe (12345)	02	05/12/2015	2.5	2.5 Hours	Vacation Leave			44.25	○	○	●
Jane Doe (12345)	02	05/18/2015	2.5	2.5 Hours	Vacation Leave			41.75	○	○	●
Jim Long (67891)	02	05/26/2015	0.5	0.5 Hours	Vacation Leave			45.0	○	○	●

* - Estimated Pst-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

Submit | Reset

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]

To begin working on any pending time records and/or time off requests, click on Supervisor Work Roster highlighted in yellow on the tool bar above.

Pending Time off Request will be listed first on the supervisor work roster and must be approve or denied before the time record within the same pay period.

Supervisors have the ability to approve, deny or postpone time off requests by selecting the appropriate radio button under Approval (highlighted above in pink).

- Approve
- Deny - If a time record is denied, comments are required. Once the Deny button is selected the comment field will open to allow comments to be entered.
- Postpone – can be selected if supervisor does not wish to take action on the employee's time record at that time. The time record will remain on the supervisors work roster until further action is taken.

Supervisor must select whether the sick leave was scheduled or not before taking action on any sick leave request.

✓ Once action has been selected, click Submit.

To take action on an employee's time record, supervisors must select Details (see above in orange) to view the time record in its entirety.

Time Record — Accrual Type: NU02 - Administrative Services - 37.5 HR OBL   Scheduled Hours: 75.0

Date	In	Out	In	Out	On Call OT	Mdt OT	Stand By	Tardy Min	Wrk	Chg	Tot	Reg	CT	OT	Ann	SL	F3L	SL Schd	PL	DRL	CT	Holi	VRW	Lost	NoChg
Thu 11/20	07:30a	01:00p						0	5.5	0	5.5	5.5	0	0											
Fri 11/21	07:30a	12:30p	01:00p	04:00p				0	8	0	8	8	0	0											
Sat 11/22								0	0	0	0	0	0	0											
Sun 11/23								0	0	0	0	0	0	0											
Mon 11/24	07:30a	12:30p	01:00p	04:00p				0	8	0	8	8	0	0											
Tue 11/25								0	0	8	8	0	0	0					8						
Wed 11/26								0	0	8	8	0	0	0	8										
Week 1 Totals					0	0		21.5	16		37.5	21.5	0	0	8	0	0		0	0	8	0	0	0	0
Thu 11/27								0	0	7.5	7.5	0	2	0									7.5		
Fri 11/28								0	0	8	8	0	0	0	8										
Sat 11/29								0	0	0	0	0	0	0											
Sun 11/30								0	0	0	0	0	0	0											
Mon 12/1	07:00a	12:30p	01:00p	04:00p				0	8.5	0	8.5	8	0.5	0											
Tue 12/2	07:00a	12:30p	01:00p	04:30p				0	9	0	9	8	0	1											
Wed 12/3	07:00a	12:30p	01:00p	04:00p				0	8.5	0	8.5	8	0	0.5											
Week 2 Totals					0	0		26	15.5		41.5	24	2.5	1.5	8	0	0		0	0	0	7.5	0	0	0
Payroll Period Totals					0	0		47.5	31.5		79	45.5	2.5	1.5	16	0	0		0	0	8	7.5	0	0	0

Time Record Comments
[No Comments]
Additional Comments:

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	1.5
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	122.5	478.5	0	0	0	16.75	0	7.5 0	0
Charged	16.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0 7.5	0.0
Sub-Total	106.5	478.5	0.0	0.0	0.0	8.75	0.0	7.5 -7.5	0
Earned	5.75	3.75	0.0	0.0	0.0	2.5	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	112.25	482.25	0.0	0.0	0.0	11.25	0.0	7.5 0.0	0.0

Approve | Deny

View Holidays | PDF Report

Once the time record has been reviewed, the supervisor should take appropriate action to either approve or deny. If time record is denied, comments are required to be entered letting the employee know the reason for the denial. The employee will then be able to correct their time record as necessary and resubmit to the supervisor.

Employee Roster: - Is a list of all employees that report directly to the supervisor (shown below).

Employee Roster

Current Employees

Employee	Title	Next Timesheet Date	Actions
	Calculations Clerk 2	11/20/2014	[Employee Info	Time Record	History	Work Schedule]

Supervisors are able to view Employee Information Detail, Time Record, History and Work Schedule from their work roster.

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.

Notes:

Supervisors have access to set up a Designee for their employees (see separate instructions on how to set up a Designee).

Supervisors are an automatic designee for their employees to submit time records.

Supervisors have the ability to enter or change the work schedules for their employees, along with the facilitator.