# Classified Time and Attendance System Hourly Employee

# Sign On:

Sign into the Time and Attendance System (TAS) using the link below and enter your 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/hrportal

If EduPerson has been established at the campus, you 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.

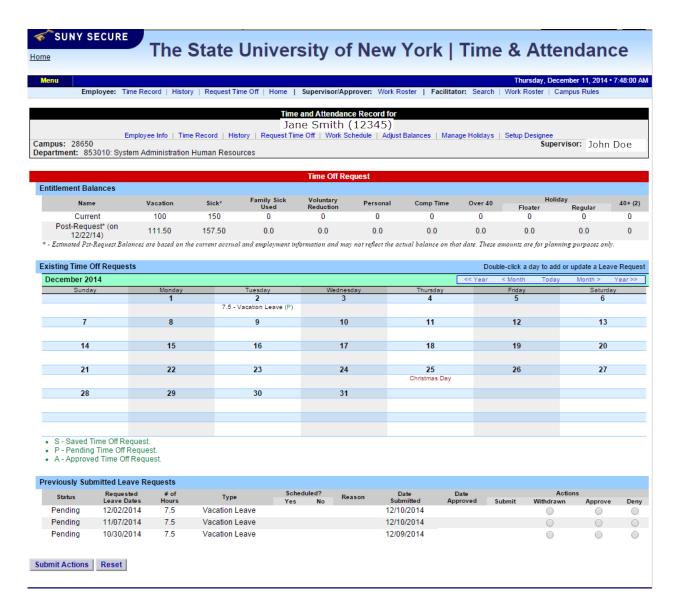
# TAS Home Page:

- Select Current Employment Role. If you only have one role, the radio button will be defaulted to the current role.
- Click on Time and Attendance button to work on your Time Record or Time off Request.

## Time Off Request:

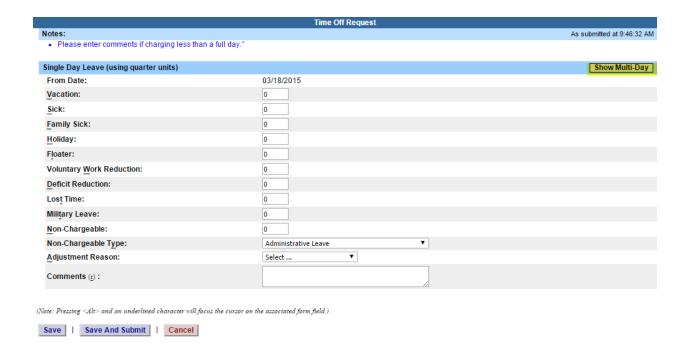
Time off Request function allows employees to request time off from their supervisor. To complete a Request Time Off:

- Select Request Time Off from the menu bar located at the top of the screen (shown below).
- Double click on the day you wish to request and/or update on the calendar.



- 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
  that was selected from the calendar on.
- Enter appropriate number of hours (increments of quarter hours) in accrual category you wish to charge.
- To submit multi day requests, click on Show Multi-day button on the upper right hand corner of the pop up box. The FROM DATE field will be populated 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.

- For Non-Chargeable time, enter appropriate number of days (increments of .25 hours) and select the non-chargeable type from the dropdown selection.
- Click on Save if you wish to save your request and not submit to your supervisor at this time or Save and Submit and your request and submit to your supervisor for action (approve or deny).
- The time 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, clicks on the radio button next to the appropriate time off request then click SUBMIT to supervisor.



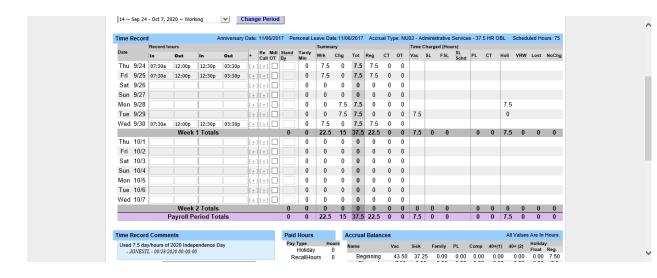
- Saved time off request has been saved, not yet submitted to supervisor.
- Pending submitted to supervisor pending approval.
- Approved time off request has been approved by the supervisor.

#### Notes:

- A Time off Request is required for any employee wanting to take time off.
- 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.
- ❖ If time off request has been approved but needs to be withdrawn, you will need to click the withdraw radio button from the bottom of the time off request from the time off request tab.
- You are able to submit a time record even if there is a pending time off request.

# To Complete Time and Attendance Record for Hourly that Accrue:

- Select the Accrual Period (pay period) from the dropdown menu that you
  wish to enter time in and out for and then click the change period button
  (shown below)
- If you are hourly accrue (Classified) you should see the timesheet as per the example below:



1	Time Record Comments			
	[No Comments.]			
	Additional Comments:		^	

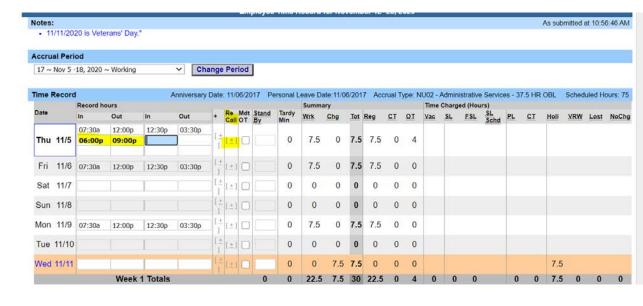
 Time Record Comments (shown above) – available if employee would like to submit comments attached to the time record for their supervisor.



- Enter time worked each day by entering time in, time out for lunch, time back in from lunch and time out. Please be sure to indicate time using am or pm so that the hours worked calculates correctly.
- Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown above).
- If time record is complete and you wish to send it to your supervisor, click on Submit to Supervisor. If time record is not complete, click Save which will allow you to go back into your time record 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

**Recall-**On the time record there is a column for Recall. If you have been recalled to work after your shift has ended, click the + under the recall column and then a new row will appear on the time record. Please enter the time arrived back to work and the time you leave. You will know it is recall time as the time entered will show bolded. The total recall business edits will be applied to indicate the correct number of Recall hours worked in the Paid Hours section of the time record. Please see the below screenshot.



All Values Are In Hours

0.00

0.00

0.00

7.50 0.00 0.00 7.5

7.50

0.00

0.00 7.5

7.50 0.00

40+(1)

0.00

0.00 0.00

0.00 0.00

0.00

0

0.00

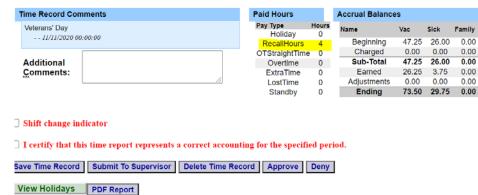
0.00 0.00 0.00

0.00

37.50

0.00

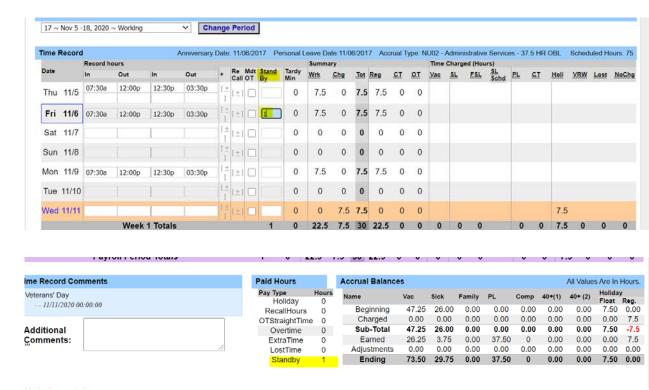
37.50



**Mandatory OT-**There is a column of the time record for hourly employees that accrue where you indicate if the time worked was mandatory OT. Just click on the box under the Mandatory OT column and a check mark will appear. This is just an indicator only. Please see the screenprint below.

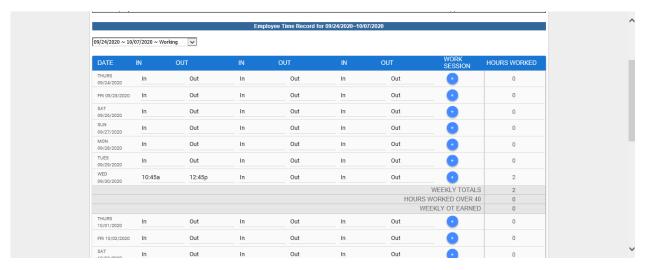


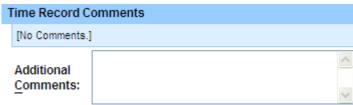
**Standby-**This is where you would indicate the number of shifts worked as Standby. Enter the number of shifts as indicated in the screenprint below. The number of shifts will then appear on your time record under Paid Hours so that your Payroll department can pay accordingly.



## To Complete Time and Attendance Record for Hourly that do not Accrue

Select the Accrual Period (pay period) from the dropdown menu that you
wish to enter and then click the change period button. The following is an
example of the time record.





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



- Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown above).
- If time record is complete and you wish to send it to your supervisor, click on Submit to Supervisor. If time record is not complete, click Save which will allow you to go back into your time record to add or update before submitting to supervisor.
- If you do not wish to save or submit your time record click Cancel/Return to Home

### Notes:

- If a Time Record is disapproved by the supervisor or facilitator, the time record status will go back to Working or Pending. 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 submitted, approved, 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 Tab:**

 Shows a 12-month Employee history of all accrual balances. An example is below:

