

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.

Time and Attendance Record for
Jane Smith (12345)

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Campus: 28650 Supervisor: John Doe
 Department: 853010: System Administration Human Resources

Time Off Request

Entitlement Balances										
Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Personal	Comp Time	Over 40	Floater	Holiday Regular	40+ (2)
Current	100	150	0	0	0	0	0	0	0	0
Post-Request* (on 12/22/14)	111.50	157.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0

* - 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.

Existing Time Off Requests Double-click a day to add or update a Leave Request

December 2014 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		7.5 - Vacation Leave (P)				
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 <small>Christmas Day</small>	26	27
28	29	30	31			

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

Previously Submitted Leave Requests

Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Submit	Actions		
				Yes	No					Withdrawn	Approve	Deny
Pending	12/02/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	11/07/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	10/30/2014	7.5	Vacation Leave				12/09/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Submit Actions](#) [Reset](#)

- 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.

Time Off Request

Notes: As submitted at 9:46:32 AM

- Please enter comments if charging less than a full day."

Single Day Leave (using quarter units) Show Multi-Day

From Date: 03/18/2015

Vacation:

Sick:

Family Sick:

Holiday:

Floater:

Voluntary Work Reduction:

Deficit Reduction:

Lost Time:

Military Leave:

Non-Chargeable:

Non-Chargeable Type: Administrative Leave

Adjustment Reason: Select ...

Comments (0) :

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

| |

To submit your request to your supervisor, clicks on the radio button next to the appropriate time off request then click **SUBMIT** to supervisor.

Previously Submitted Leave Requests										
Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Submit	Actions
				Yes	No					
Saved	12/26/2014	7.5	Vacation Leave						<input type="radio"/>	<input type="button" value="Withdrawn"/>
Pending	12/12/2014	7.5	Vacation Leave				12/11/2014		<input type="radio"/>	<input type="button" value="Withdrawn"/>
Approved	11/28/2014	7.5	Vacation Leave				12/11/2014	12/11/2014	<input type="radio"/>	<input type="button" value="Withdrawn"/>

- 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.

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.

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

- 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.

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.

17 ~ Nov 5 -18, 2020 ~ Working Change Period

Time Record Anniversary Date: 11/06/2017 Personal Leave Date: 11/06/2017 Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75

Date	Record hours				+	Re Call	Mdt	Stand By	Tardy Min	Summary				Time Charged (Hours)																									
	In	Out	In	Out						Wrk	Chg	Tot	Reg	OT	OT	Var	SL	FSL	SL	Schd	PL	CT	Holl	VRW	Lost	NoChg													
Thu 11/5	07:30a	12:00p	12:30p	03:30p					0	7.5	0	7.5	7.5	0	0																								
Fri 11/6	07:30a	12:00p	12:30p	03:30p					0	7.5	0	7.5	7.5	0	0																								
Sat 11/7									0	0	0	0	0	0	0																								
Sun 11/8									0	0	0	0	0	0	0																								
Mon 11/9	07:30a	12:00p	12:30p	03:30p					0	7.5	0	7.5	7.5	0	0																								
Tue 11/10									0	0	0	0	0	0	0																								
Wed 11/11									0	0	7.5	7.5	0	0	0																								
Week 1 Totals										1	0	22.5	7.5	30	22.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Time Record Comments		Paid Hours		Accrual Balances										
Veterans' Day -- 11/11/2020 00:00:00				All Values Are In Hours.										
Additional Comments:		Pay Type	Hours	Name	Vac	Sick	Family	PL	Comp	40+(1)	40+(2)	Holiday	Float	Reg.
		Holiday	0	Beginning	47.25	26.00	0.00	0.00	0.00	0.00	0.00	0.00	7.50	0.00
		RecallHours	0	Charged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.5
		OTStraightTime	0	Sub-Total	47.25	26.00	0.00	0.00	0.00	0.00	0.00	0.00	7.50	-7.5
		Overtime	0	Earned	26.25	3.75	0.00	37.50	0	0.00	0.00	0.00	0.00	7.5
		ExtraTime	0	Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		LostTime	0	Ending	73.50	29.75	0.00	37.50	0	0.00	0.00	0.00	7.50	0.00
		Standby	1											

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.

Employee Time Record for 09/24/2020-10/07/2020									
09/24/2020 ~ 10/07/2020 ~ Working									
DATE	IN	OUT	IN	OUT	IN	OUT	WORK SESSION	HOURS WORKED	
THURS 09/24/2020	In	Out	In	Out	In	Out	+	0	
FRI 09/25/2020	In	Out	In	Out	In	Out	+	0	
SAT 09/26/2020	In	Out	In	Out	In	Out	+	0	
SUN 09/27/2020	In	Out	In	Out	In	Out	+	0	
MON 09/28/2020	In	Out	In	Out	In	Out	+	0	
TUES 09/29/2020	In	Out	In	Out	In	Out	+	0	
WED 09/30/2020	10:45a	12:45p	In	Out	In	Out	+	2	
WEEKLY TOTALS								2	
HOURS WORKED OVER 40								0	
WEEKLY OT EARNED								0	
THURS 10/01/2020	In	Out	In	Out	In	Out	+	0	
FRI 10/02/2020	In	Out	In	Out	In	Out	+	0	
SAT 10/03/2020	In	Out	In	Out	In	Out	+	0	

Time Record Comments

[No Comments.]

Additional Comments:

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

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

- 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:

Accrual History															
	Accrual Period	Accrual Rate	VAC Start	VAC Used	SICK Start	SICK Used	FSL Used	Floater Start	Floater Used	Holiday Start	Holiday Used	Submitted	Approved	Denied	Status
<input type="radio"/>	10/08/2020 - 10/21/2020	3.75	39.75	0.00	41.00	0.00	0.00	0.00	0.00	0.00	7.50	10/21/2020	10/21/2020		Approved
<input type="radio"/>	09/24/2020 - 10/07/2020	3.75	43.50	7.50	37.25	0.00	0.00	0.00	0.00	7.50	7.50	10/08/2020	10/08/2020		Approved
<input type="radio"/>	09/10/2020 - 09/23/2020	3.75	39.75	0.00	33.50	0.00	0.00	0.00	0.00	7.50	0.00	09/24/2020	09/24/2020		Approved
<input type="radio"/>	08/27/2020 - 09/09/2020	3.75	36.00	0.00	37.25	7.50	0.00	0.00	0.00	7.50	7.50	09/09/2020	09/10/2020		Approved
<input type="radio"/>	08/13/2020 - 08/26/2020	3.75	39.75	7.50	33.50	0.00	0.00	0.00	0.00	7.50	0.00	08/26/2020	08/26/2020		Approved
<input type="radio"/>	07/30/2020 - 08/12/2020	3.75	43.50	7.50	37.25	7.50	0.00	0.00	0.00	7.50	0.00	08/12/2020	08/12/2020		Approved
<input type="radio"/>	07/16/2020 - 07/29/2020	3.75	47.25	7.50	42.50	9.00	0.00	0.00	0.00	7.50	0.00	07/30/2020	07/30/2020		Approved
<input type="radio"/>	07/02/2020 - 07/15/2020	3.75	51.00	7.50	38.75	0.00	0.00	0.00	0.00	0.00	0.00	07/15/2020	07/16/2020		Approved
<input type="radio"/>	06/18/2020 - 07/01/2020	3.75	47.25	0.00	35.00	0.00	0.00	0.00	0.00	0.00	7.50	07/01/2020	07/02/2020		Approved
<input type="radio"/>	06/04/2020 - 06/17/2020	3.75	43.50	0.00	31.25	0.00	0.00	0.00	0.00	0.00	0.00	06/18/2020	06/18/2020		Approved
<input type="radio"/>	05/21/2020 - 06/03/2020	3.75	47.25	7.50	27.50	0.00	0.00	0.00	0.00	0.00	7.50	06/03/2020	06/04/2020		Approved
<input type="radio"/>	05/07/2020 - 05/20/2020	3.75	43.50	0.00	23.75	0.00	0.00	0.00	0.00	0.00	0.00	05/20/2020	05/20/2020		Approved

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