

Hourly Classified Employee Supervisor

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:

Welcome: VUMBACTI Campus: 28850 - SYSTEM ADMINISTRATION [Return to Employee Portal](#) [Sign Off](#)

SUNY SECURE The State University of New York | Time & Attendance

Home

Menu Tuesday, January 13, 2015 • 11:17:08 AM

TAS Home

Name: Jane Doe Suny ID: 1234
Local Campus ID:

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](#)

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:

Employee: [Time Record](#) | [History](#) | [Request Time Off](#) | [Home](#) | Supervisor: [Work Roster](#)

Supervisor Pending Approvals Roster											
Supervisor(Designee):John Smith (45678)										As submitted at 9:20:13 AM	
Notes:											
<ul style="list-style-type: none"> 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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jane Doe (12345)	02	05/18/2015	2.5	2.5 Hours	Vacation Leave			41.75	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Jim Long (67891)	02	05/26/2015	0.5	0.5 Hours	Vacation Leave			45.0	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
* - 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.											
Pending Time Records Approvals											
Classified Employee	Neg. Unit	Accrual Period	Time Charged (Hours)								
			Vacation	Sick	Holiday	Other					
Jane Doe (12345)	02	04/23/2015 - 05/06/2015	1	0	0	0					
Details History											
James Long (67891)	02	05/07/2015 - 05/20/2015	0	0	0	0					
Details History											
<input type="button" value="Submit"/> <input type="button" value="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.

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.