

# Time and Attendance System - Supervisor Role

## Classified Employee

### Sign On:

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing network id and password. If you need to obtain a SUNY ID, please log onto self-service portal and click on the link or contact HR.

The screenshot shows the SUNY Downstate Medical Center website. The top navigation bar includes links for 'Find A Physician', 'Home', 'Library', 'myDownstate', 'Newsroom', 'A-Z Guide', 'E-mail', 'Contact Us', and 'Directions'. A search bar is located on the right. The left sidebar contains a menu with categories like 'SUNY Downstate', 'Education', 'Research', 'University Hospital', 'Patient Information', 'Find a Physician', 'University Physicians of Brooklyn - UPB', 'Student Life & Services', 'Prospective Students', 'Faculty', 'Alumni', 'Administration', 'Community', 'About SUNY Downstate', 'News & Events', 'Library', 'Computing', 'Employment Opportunities', and 'Self Service'. The main content area is titled 'Human Resources Self Service' and 'SUNY Employee Services Portal Login'. It features a 'Coming Soon!' announcement for the NetID system, a 'SUNY Secure Login' button, and a list of self-service modules including TAS (Time and Attendance), View Paycheck, and Questions. A blue circle highlights the text: 'If you need to obtain your SUNY ID, click HERE.'

- 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.

HOLIDAYS Rule for CSEA Employees:

**For any classified service employee, for a holiday the TAS system assumes that the employee is not working and automatically adds a time off request accruing and charging the holiday.**

If the employee works the holiday they should withdraw the holiday from the time off request, enter their time in and out and if they work their full schedule they are all set.

They will simply earn the holiday. If they do not work their full schedule, they enter time in and out and the request time off to charge the balance of time they did not work.

## 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:**

- 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) <a href="#">[Details]</a>   <a href="#">[History]</a>	02	04/23/2015 - 05/06/2015	1	0	0	0
James Long (67891) <a href="#">[Details]</a>   <a href="#">[History]</a>	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	<a href="#">[Employee Info]</a>   <a href="#">[Time Record]</a>   <a href="#">[History]</a>   <a href="#">[Request Time Off]</a>   <a href="#">[Work Schedule]</a>

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 approved 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 OEL										Scheduled Hours: 75.0																					
Date	Record hours				On Call	Mtd OT	Stand By	Tardy Min	WkL	Chg	Summary Tot	Time Charged (Hours)																													
	In	Out	In	Out								Eng	CT	OT	Ann	SL	FSL	SL Sched	PL	DRR	CT	Holi	VRW	Lost	NoChg																
Thu 11/20	07:30a	01:00p			[+]	[+]		0	5.5	0	5.5	0	0																												
Fri 11/21	07:30a	12:30p	01:00p	04:00p	[+]	[+]		0	8	0	8	0	0																												
Sat 11/22					[+]	[+]		0	0	0	0	0	0																												
Sun 11/23					[+]	[+]		0	0	0	0	0	0																												
Mon 11/24	07:30a	12:30p	01:00p	04:00p	[+]	[+]		0	8	0	8	0	0																												
Tue 11/25					[+]	[+]		0	0	8	8	0	0											8																	
Wed 11/26					[+]	[+]		0	0	8	8	0	0	8																											
<b>Week 1 Totals</b>																																									
Thu 11/27					[+]	[+]		0	0	7.5	7.5	0	2	0																											
Fri 11/28					[+]	[+]		0	0	8	8	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	0.5	0																												
Tue 12/2	07:00a	12:30p	01:00p	04:30p	[+]	[+]		0	9	0	9	0	1																												
Wed 12/3	07:00a	12:30p	01:00p	04:00p	[+]	[+]		0	8.5	0	8.5	0	0.5																												
<b>Week 2 Totals</b>																																									
<b>Payroll Period Totals</b>																																									

Time Record Comments		Paid Hours		Accrual Balances										All Values are Hours			
[No Comments]		Pay Type	Hours	Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday	40+(2)				
Additional Comments:		Holiday	0	Beginning	122.5	478.5	0	0	0	16.75	0	7.5	0				
		Overtime	1.5	Charged	16.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	7.5				
		Extra Time	0	Sub-Total	106.5	478.5	0.0	0.0	0.0	8.75	0.0	7.5	-7.5				
		Lost Time	0	Earned	5.75	3.75	0.0	0.0	0.0	2.5	0.0	0.0	7.5				
		Standby	0	Adjustments	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				

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	[ <a href="#">Employee Info</a>   <a href="#">Time Record</a>   <a href="#">History</a>   <a href="#">Work Schedule</a> ]

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.