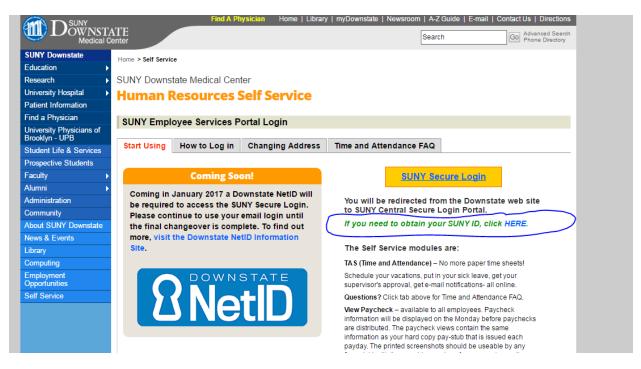
Time and Attendance System - Supervisor Role

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 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<u>https://www.suny.edu/time</u>

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:

SUI <u>Home</u>	NY SECURE		ersity of Nev	w York Tim	ne & Attendance
Menu					Tuesday, January 13, 2015 • 11:17:08 AM
			TAS Home		
Name: Jane Doe		Suny ID: 1234 Local Campus ID:			
Employn	nent Roles				
	Status	Role Type			Effective Dates
۲	Current	Regular State Employee		12/06/2001 - [No End Date]	
Time and	Attendance		Displaying single result.		

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

Notes: • Time records must be approved in ch Pending Leave Requests Classified Employee Jane Doe (12345)	Neg.	al order."							As s	ubmitted at	9:20:13 A
Pending Leave Requests Classified Employee	Neg.	al order."									
Classified Employee											
Classified Employee											
		Requested	# of	Charge		Scheduled?		Post-		Approval	
Jane Doe (12345)	Unit	Leave Dates	Hours	Per Day	Charge Type	Yes	No	Request Balance*	Approve	Deny	Postpo
	02	05/12/2015	2.5	2.5 Hours	Vacation Leave			44.25	0	0	۲
Jane Doe (12345)	02	05/18/2015	2.5	2.5 Hours	Vacation Leave			41.75	\bigcirc	\bigcirc	۲
Jim Long (67891)	02	05/26/2015	0.5	0.5 Hours	Vacation Leave			45.0	0	0	۲
Sim Long (07031)											
Classified Employee	Records Approvals		Neg.		Accrual		Time Charged (Hours)				
Jane Doe (12345)		Unit		P	eriod	V	acation	Sic	k He	oliday	Other
[Details] [History]		02		04/23/2015	5 - 05/06/2015		1	0		0	0
James Long (67891)		02		05/07/2018	5 - 05/20/2015		0	0		0	0
ubmit Reset											
			F	mployee Rost	0 5						
				mpioyee Kost	Jel .						
Surrant Employage											
Current Employees Employee	Title		imesheet Date				tions				

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.

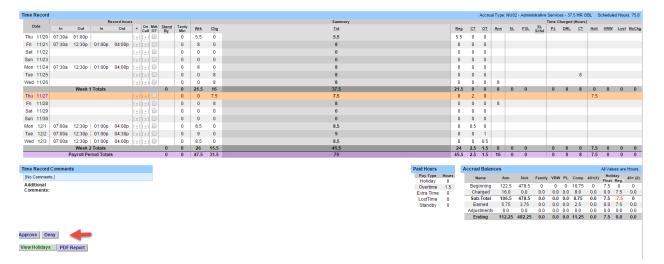
Supervisors have the ability to approve, deny or postpone time off requests by selecting the appropriate radio button under Approval (highlighted above in pink).

- 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.



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.

<u>Employee Roster:</u> - 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.