

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. They should select the radio button to withdraw the holiday and the TAS will credit the holiday accruals as appropriate.

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:

The screenshot shows the SUNY Secure TAS Home page. At the top, there is a navigation bar with 'SUNY SECURE' on the left and 'Welcome: VUMBACTI Campus: 28650 - SYSTEM ADMINISTRATION' in the center. On the right of the navigation bar are links for 'Return to Employee Portal' and 'Sign Off'. Below the navigation bar is a header area with 'Home' on the left and 'The State University of New York | Time & Attendance' in the center. A dark blue bar below the header contains 'Menu' on the left and 'TAS Home' in the center, with the date and time 'Tuesday, January 13, 2015 • 11:17:08 AM' on the right. Below this bar, the user's name 'Name: Jane Doe' is displayed on the left, and 'Suny ID: 1234' and 'Local Campus ID:' are displayed on the right. A section titled 'Employment Roles' contains a table with columns for 'Status', 'Role Type', and 'Effective Dates'. The table has one row with a radio button next to 'Current', 'Regular State Employee', and '12/06/2001 - [No End Date]'. Below the table, it says 'Displaying single result.' and there is a 'Time and Attendance' button.

Status	Role Type	Effective Dates
<input checked="" type="radio"/> Current	Regular State Employee	12/06/2001 - [No End Date]

- Select Current Employment Role (shown above). 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 and Attendance System Instructions Classified 2016-09-22

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)

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Work Schedule](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Designee](#)

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 7.5 - Vacation Leave (P)	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day	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. From the 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 drop down selection.
- Click on Save if you wish to save your request and not submit to your supervisor at this time. Or Save and Submit, Save your request and submit to your supervisor for action (approve or deny).
- The day/s 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:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
Family Sick:	<input type="text" value="0"/>
Holiday:	<input type="text" value="0"/>
Floater:	<input type="text" value="0"/>
Voluntary Work Reduction:	<input type="text" value="0"/>
Deficit Reduction:	<input type="text" value="0"/>
Lost Time:	<input type="text" value="0"/>
Military Leave:	<input type="text" value="0"/>
Non-Chargeable:	<input type="text" value="0"/>
Non-Chargeable Type:	Administrative Leave ▼
Adjustment Reason:	Select ... ▼
Comments (t) :	<input type="text"/>

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

[Save](#) | [Save And Submit](#) | [Cancel](#)

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	Actions	
				Yes	No				Submit	Withdrawn
Saved	12/26/2014	7.5	Vacation Leave						<input type="radio"/>	<input type="radio"/>
Pending	12/12/2014	7.5	Vacation Leave				12/11/2014		<input type="radio"/>	<input type="radio"/>
Approved	11/28/2014	7.5	Vacation Leave				12/11/2014	12/11/2014	<input type="radio"/>	<input type="radio"/>

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

- 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:

- ❖ Time off Request is required.
- ❖ 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.
- ❖ Employees are able to submit a time record that has pending time off request.

To Complete Time and Attendance Record:

- Select the Accrual Period (pay period) from the drop down menu that you wish to enter and then click the change period button (shown below).
-

Time and Attendance Record for

Jane Smith (12345)

[Employee Info](#) | [Time Record](#) | [History](#) | [Request Time Off](#) | [Work Schedule](#) | [Adjust Balances](#) | [Manage Holidays](#) | [Setup Designee](#)

Campus: 28650

Supervisor: John Doe

Department: 853010: System Administration Human Resources

Employee Time Record for December 4 -17, 2014

Accrual Period

19 ~ Dec 4 -17, 2014 ~ Working

[Change Period](#)

Time Record

Accrual Type: NU02 - Administrative Services - 37.5 HR OBL Scheduled Hours: 75.0

Date	Record hours "In" and "Out"				+	On Call	Mdt OT	Stand By	Tardy Min	Summary			Time Charged (Hours)													
	In	Out	In	Out						Wrk	Chg	Tot	Reg	CT	OT	Ann	SL	FSL	SL Schd	PL	DRL	CT	Holt	VRW	Lost	NoChg
Thu 12/4	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Fri 12/5	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Sat 12/6					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0												
Sun 12/7					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0												
Mon 12/8	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Tue 12/9	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Wed 12/10	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Week 1 Totals									0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0
Thu 12/11	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Fri 12/12	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Sat 12/13					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0												
Sun 12/14					[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	0	0	0												
Mon 12/15	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Tue 12/16	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Wed 12/17	08:00a	12:00p	01:00p	04:30p	[±]	<input type="checkbox"/>	<input type="checkbox"/>	0	7.5	0	7.5	7.5	0	0												
Week 2 Totals									0	0	37.5	0	37.5	37.5	0	0	0	0	0	0	0	0	0	0	0	0
Payroll Period Totals									0	0	75	0	75	75	0	0	0	0	0	0	0	0	0	0	0	0

Time Record Comments

[No Comments.]

Additional Comments:

Paid Hours

Pay Type	Hours
Holiday	0
Overtime	0
Extra Time	0
Lost Time	0
Standby	0

Accrual Balances

All Values are Hours.

Name	Ann	Sick	Family	VRW	PL	Comp	40+(1)	Holiday Float	40+ (2)
Beginning	117.25	161.25	0	0	0	0	0	0	7.5
Charged									
Sub-Total	117.25	161.25	0	0	0	0	0	0	7.5
Earned						0			
Adjustments									
Ending	117.25	161.25	0	0	0	0	0	0	7.5

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

[Save Time Record](#) | [Submit To Supervisor](#) | [Approve](#) | [Deny](#) | [PDF Report](#)

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

- 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:

- ❖ If a Time Record is disapproved by the supervisor, the time record will show back in the Accrual Period drop down in work status. 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 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:

- Shows a 12 month Employee history of all accrual balances.