

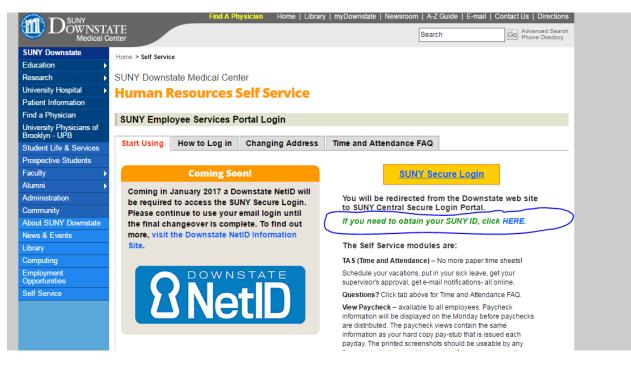
Materials Management: Payroll Time and Attendance Unit

## Time and Attendance System

### **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.

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. The Time and Attendance System is available 24 hours a day/7 days a week.

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. 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.

<b>S</b>	UNY SECURE	The State Univers		York   Time & Attendance
Menu				Tuesday, January 13, 2015 • 11:17:08 AM
			TAS Home	
Name:	Jane Doe		Suny ID: 1234 Local Campus	
Emplo	yment Roles			
	Status	Role Type		Effective Dates
• Time an	Current d Attendance	Regular State Employee Dis	12/0 splaying single result.	06/2001 - [No End Date]

# TAS Home Page:

- 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.

Home

## The State University of New York | Time & Attendance

Menu	Thursday, December 11, 2014 • 7:48:00 AM									
	Employee: Time Record   History   Request Time Off   Home   Supervisor/Approver: Work Roster   Facilitator: Search   Work Roster   Campus Rules									
	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: 2	28650 Supervisor: John Doe									
Departmen	tt: 853010: System Administration Human Resources									

				Time Off Request												
Entitlement Balances																
Name	Vacation	Sick*	Family Sick	Voluntary	Personal	Comp Time	Over 40	Holi	Holiday							
Hame	vacation	SIGK	Used	Reduction	rersonar	comp mile	016140	Floater	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 Pst-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.

December 20	14							<< )	∕ear <mo< th=""><th>nth Today</th><th>Month &gt;</th><th>Year</th></mo<>	nth Today	Month >	Year
Sunda	y .	Monday	Tuesday	у	Wea	Inesday	Thurse	lay		day	Saturday	/
		1	2			3	4		1	5	6	
			7.5 - Vacation L	eave (P)								
7		8	9			10	11		1	2	13	
14		15	16			17	18		1	9	20	
21		22	23			24	25		2	6	27	
			20				Christma		-			
28		29	30			31						
20		20	50			51						
	Time Off Request											
P - Pending A - Approve	mitted Leave R	est. Jest.										
Status	Requested	# of	Type		fuled?	Reason	Date	Date			tions	
	Leave Dates	Hours		Yes	No	neason	Submitted	Approved	I Submit			D
Pending	12/02/2014	7.5	Vacation Leave				12/10/2014			0	0	
Pending	11/07/2014	7.5	Vacation Leave				12/10/2014			$\bigcirc$	$\bigcirc$	
Pending	10/30/2014	7.5	Vacation Leave				12/09/2014			$\bigcirc$	0	

- 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	
lotes:		As submitted at 9:46:32 A
Please enter comments if charging less than	full day."	
Single Day Leave (using quarter units)		Show Multi-Day
From Date:	03/18/2015	
Vacation:	0	
Sick:	0	
Family Sick:	0	
Holiday:	0	
Floater:	0	
Voluntary Work Reduction:	0	
Deficit Reduction:	0	
Los <u>t</u> Time:	0	
Military Leave:	0	
Non-Chargeable:	0	
Non-Chargeable Type:	Administrative Leave	
Adjustment Reason:	Select 🔻	
Comments (r):		

(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 1 # of Hours Scheduled? Actions Date Requested Leave Dates Date Submitted Status Reason Type Approved Submit Withdrawn Yes No 12/26/2014 Vacation Leave Saved 7.5 Pending 12/12/2014 7.5 Vacation Leave 12/11/2014 Approved 1/28/2014 7.5 Vacation Leave 12/11/2014 12/11/2014

- 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:

Submit Actions Reset

- 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).
- •

Thu 12/11       08:00a       12:00p       01:00p       04:30p       1 + (±)       0       7.5       0       7.5       0 <th></th> <th>Time a</th> <th>nd Atte</th> <th>endan</th> <th>ce R</th> <th>ecord f</th> <th>or</th> <th></th>											Time a	nd Atte	endan	ce R	ecord f	or												
Supervisor:         Su						-																-						
Employee Time Record for December 4 -17, 2014           Change Period           Summary         Time Record for State           Not in Out in Out + On Out in Out + Out + Out In Out + Out + Out In Out + Out In Out + Out + Out In Out + Ou	mpus	: 286	50	Employ	yee Info	Time Reco	rd	Hist	tory	Requ	est Time	Off   V	Vork S	chedu	ile   Ac	ljust E	alance	es   I	Manage	Holidays	Set	up De			sor:	John	Doe	
Accrual Period         Time Record       Accrual Type: NU02 - Administrative Services - 37.5 HR OEL Scheduled Ho         Time Record       Time Record       Time Change Period         Time Record hours "n" and "Out"       Summary       Time Change Hours         Total * 000       Change Hours       Time Change Hours         Time Record       Time Change Hours       Time Change Hours         Total * 000       Colspan="2">Time Change Hours         Time Record       Time Change Hours         Time Change Period         Time Change Mours         Time Change Mours       Time Change Hours         Time Change Mours       Time Change Mours         Time Change Mours         Time Change Mours         Time Change Mours         Time Change Mours         Time Change Mours	partm	nent:	853010	: System A	Administra	tion Huma	n R	esou	irces																			
Accrual Period         Time Record       Accrual Type: NU22 - Administrative Services - 37.5 HR OEL Scheduled Ho         Time Record hours "In" and "Out"       Summary       Time Change Hours         Time Record hours "In" and "Out"       Summary       Time Change Hours         Time 12/5       Beiodo 12:000 0:000									-			-		-			004											
19 ~ Dec 4-17, 2014 ~ Working T       Change Period         Sectual Type: NU02 - Administrative Services - 37.5 HR OEL       Schedued Ho         Date       Time Change Period         Date       Commany       Time Changed (Hours)         Time 100       Change Period         Date       Commany       Time Changed (Hours)         Time 200       Change Period         Stat 12/6       Compo Di::00p P4::30p       Change Period         Time 200p       Change Period         Compo Di::00p P4::30p       Change Period         Time 200p	Accru	al Peri	boi						E	mploy	ee Time	Reco	rd for	Dece	ember	4 -17	, 2014											
Imme Record         Accrual Type: NU02 - Administrative Services - 37.5 HR \0.8.         Scheduel Mo           Date         in         Out         in         Out         in         Out         Same         Same         Tartify         With         Cha         Tat         Record hours         Time         Same         Time         Charged (Hours)         Time         Charged (Hours)         Same         Same <t< td=""><td></td><td></td><td></td><td>~ Workina</td><td>•</td><td>Change</td><td>Pe</td><td>riod</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>				~ Workina	•	Change	Pe	riod	1																			
Record hours "In" and "Out         Note:         VIENT COLSPANE         VIENT COLSPANE         VIENT COLSPANE           Thu         21/4         00:00         12:00         01:000         04:300         1/2         0         7.5         0         7.5         0 <td></td> <td></td> <td>.,</td> <td></td>			.,																									
Date       in       Out       in       Out       in       Out       Mind       Stat       Tai       No       Stat       Stat       PL       DRL       CT       Hoi       Vice       In         Thu       12/0       00:00a       12:00p       01:00p       04:30p       1       1       1       0       7.5       0       7.5       0	'ime R	Record	1												Ac	crual 1	Туре:	NU02	- Admin	istrative S	Service	s - 3	7.5 HR	OBL	Sch	neduled	Hour	s: 7
n         Out         n         Call of         By         Min         Wr         End         Col         No         Si         Pall         Si	Da	ate						l On	Mdt	Stand	Tardy		~		1		~~			501 S								
Fri       12:00       01:00       01:00       04:30       1       1       0       7.5       0				10		1	+ 1 [4	Cal	ТО		Min							Ann	SL	FSL Sc	hd	L !	JRL		Ioli	VRW	Lost	No
Nn       1.20       Oxford       1.20       O       1.30       O       1.30       O       0			08:00a	12:00p	01:00p	04:30p	j				0	1.5	0	7.5	7.5	0												
Sun 12/7       Image:			08:00a	12:00p	01:00p	04:30p	j	[±]			0	7.5	0		7.5	0	-											
Mon       12/8       08:00a       12:00p       04:30p       1       1       1       0       7.5       0       7.5       0<	Sat	12/6					j	[±			0	0	0	0	0	0	0											
Tue 12/9       08:00a       12:00p       01:00p       04:30p       1/2       1/2       0       7.5       0       7.5       0	Sun	12/7					][:	t [ ±			0	0	0	0	0	0	0											
Wed 12/10       00:00a       12:00p       00:00p       00:00p <td>Mon</td> <td>12/8</td> <td>08:00a</td> <td>12:00p</td> <td>01:00p</td> <td>04:30p</td> <td>1</td> <td>[±</td> <td></td> <td></td> <td>0</td> <td>7.5</td> <td>0</td> <td>7.5</td> <td>7.5</td> <td>0</td> <td>0</td> <td></td>	Mon	12/8	08:00a	12:00p	01:00p	04:30p	1	[±			0	7.5	0	7.5	7.5	0	0											
Week 1 Totals       0       37.5       0	Tue	12/9	08:00a	12:00p	01:00p	04:30p		t [±]			0	7.5	0	7.5	7.5	0	0											
Week 1 Totals         0         0         37.5         0         37.5         0	Wed	12/10	08:00a	12:00p	01:00p	04:30p	1Ę	t [±]			0	7.5	0	7.5	7.5	0	0											
Fri 12/12       08:00a       12:00p       04:30p       1/2       1/2       0 <td< td=""><td></td><td></td><td></td><td>Week</td><td>1 Totals</td><td></td><td>- 1</td><td></td><td></td><td>0</td><td colspan="4"></td><td>37.5</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>(</td><td>)</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td></td<>				Week	1 Totals		- 1			0					37.5	0	0	0	0	0	(	)	0	0	0	0	0	
Sat 12/13       I + I + I       0	Thu '	12/11	08:00a	12:00p	01:00p	04:30p	][:	t [ ± ]			0	7.5	0	7.5	7.5	0	0											
Sun 12/14       Image: constraint of the second consecond consecond constraint of the second constraint of	Fri	12/12	08:00a	12:00p	01:00p	04:30p		t [ ± ]			0	7.5	0	7.5	7.5	0	0											
Mon 12/15       08:00a       12:00p       04:30p       1       1       0       7.5       0       7.5       0       0       . <th< td=""><td>Sat</td><td>12/13</td><td></td><td></td><td></td><td></td><td>][</td><td>E (±)</td><td></td><td></td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Sat	12/13					][	E (±)			0	0	0	0	0	0	0											
Tue 12/16       08:00a       12:00p       04:30p       1       0       7.5       0       7.5       0       0       7.5       0       <	Sun	12/14						t [±]			0	0	0	0	0	0	0											
Tue 12/16       08:00a       12:00p       01:00p       04:30p       1       1       0       7.5       0       7.5       0       0       .	Mon <sup>•</sup>	12/15	08:00a	12:00p	01:00p	04:30p	l	: [+]			0	7.5	0	7.5	7.5	0	0											
Wed 12/17       08:00a       12:00p       04:30p       1       1       0       7.5       0       7.5       0 <th< td=""><td>Tue</td><td>12/16</td><td>08:00a</td><td>12:00p</td><td>01:00p</td><td>04:30p</td><td></td><td></td><td></td><td></td><td>0</td><td>7.5</td><td>0</td><td>7.5</td><td>7.5</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Tue	12/16	08:00a	12:00p	01:00p	04:30p					0	7.5	0	7.5	7.5	0	0											
Week 2 Totals         0         0         37.5         0							10	3			0		0			0	0											
Payroll Period Totals         0         0         75         0			oorood			o noop	- 1	μ <u>ε</u> .		0	-		-			-	-	0	0	0	(	)	0	0	0	0	0	
Pay Type         Hours Holiday         Name         Ann         Sick         Family         VRW         PL         Omega         Holiday Float         Heat           Additional Comments:         Overtime         0         Down         0         0         0         7.5           LostTime         0         Sub-Total         117.25         161.25         0         0         0         0         7.5						als				-	-		-	_		-	-			-			-		-	-	0	
Pay Type         Hours         Name         Ann         Sick         Family         VRW         PL         Omega 40+(1)         Holiday           Additional Comments:         Overtime         0         Description         Descr			10.								at the second	_																
Holiday         0         Name         Ann         sick         Parting         VRW         PL Comp         40(1)         Float         Reg.           Additional Comments:         Overtime         0         Beginning         117.25         161.25         0         0         0         0         7.5           Sub-Total         117.25         161.25         0         0         0         0         7.5				ents						Ра			ILZ	ACC														
Additional Comments:         Charged           LostTime         0           Sub-Total         117.25           0         0						1	Holida	/ 0							,					-	loat R	eg. '	40+ (					
LostTime 0 Sub-Total 117.25 161.25 0 0 0 0 0 0 7.5																	117.25		101.20	, 0	U	U	U	0		0 /	.5	
Standby 0 Earned U						11			LostTim	e O		Sub-Total			117.25		161.25		0	0		0		0 7	.5	0		
Adjustments											Standb	y O		A									0					
Ending 117.25 161.25 0 0 0 0 0 0 7.5																	117	.25	161.25	i 0	0	0	0	0		0 7	.5	0
														A			117	.25	161.25	i 0	0	0	0	0		0 7	.5	

T	ïme Record Co	omments	
	[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.